SAN FRANCISCO
PUBLIC LIBRARY

REFERENCE BOOK

Not to be taken from the Library

Digitized by the Internet Archive
in 2016

https://archive.org/details/minutesofregular2419sanf

Proceedings of the recessed meeting of the Library Commission held Friday, December 21, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by Vice-President Schwabacher.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, McGregor, Mohr, Moore, Schwabacher, Simon, Vayssie and Wu. Absent: Commissioners O'Brien and Vavuris.

Commissioner Schwabacher read a letter from His Honor, Mayor Christopher, which contained his decision to urge use of a portion of the North Beach Playground for branch library construction.

Commissioner Moore moved and Commissioner Simon seconded that the following resolutions be adopted:

RESOLUTION #20

RESOLVED That the Library Commission hereby rescinds the following resolution passed at its meeting of August 7, 1956:

"RESOLVED That the Director of Property be advised of the Library Commission's interest in that real property located at 1640 Stockton Street, which has been evaluated at $47,500 by him, and which is presently occupied by a branch of the United States Post Office, as a site for the proposed North Beach Branch Library; and be it

FURTHER RESOLVED That the Director of Property be requested to commence negotiations for said parcel and prepare the necessary resolution authorizing proceedings in eminent domain to acquire the same. (Unanimously approved).

RESOLUTION #21

RESOLVED That in conformity with His Honor Mayor Christopher's letter of December 20, 1956, the Honorable Recreation and Park Commission is hereby requested to make available approximately 5,000 square feet at the west end of the North Beach Playground.

Commissioner Fanucchi expressed gratitude to her fellow Commissioners for their time and effort in behalf of the North Beach Library project. There was general agreement that the site in the North Beach Playground will enable the Library to build a branch that will be a fine addition to the North Beach District.

With reference to the acceptance of the work of art selected by the Art Festival Jury for the embellishment of the fireplace wall at the Marina Branch Library, Commissioner Vayssie moved and Commissioner Moore seconded that the Commission not accept the winning entry.... Phoenix and the Golden Gate.

Unanimously approved.

Commissioner Vayssie remarked that in voting against this entry at the time the jury met, he felt that the tapestry was not appropriate for the location in which it was to be hung.

There were also questions as to the maintenance cost and concerning the desirability of hanging anything in a public building that is manufactured outside of the United States.

Commissioner Schwabacher directed the Secretary to forward a letter to the Honorable Art Commission incorporating the above decision.

There being no further business to come before the Commission, the meeting was adjourned to January 8, 1957.

Frank A. Clarvoe, Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, February 5, 1957 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Mohr.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Fanucchi, McGregor, Mohr, Moore, Schwabacher, Simon, Vavuris and Wu. Excused because of illness, Commissioner Vayssie. Absent: Commissioners O'Brien and Haynes.

It was duly moved and seconded that the minutes of the January meeting be approved and placed on file. There being no objection, it was so ordered.

President Mohr introduced several representatives of organizations from the Glen Park District who in turn presented to the Commission a petition protesting the projected closing of the Glen Park Branch Library located at 700 Bosworth Street.

Mr. Robert J. McKee, President of the Glen Park Property Owners' Association, acted as spokesman for the group. He mentioned that while the bookmobile is undoubtedly needed to provide library service in several areas of the city, it might not be able to adequately replace the existing branch. Mr. McKee pointed out the need for reference service, the hazards involved in getting to the Excelsior Branch Library if patrons needed service above what the bookmobile might provide and that Glen Park Branch presently circulates a reasonable percentage of its collection each month.

The City Librarian replied that the decision to close Glen Park Branch was not hasty and that it was felt the area could be served well by the traveling branch which would make stops in the area three times a week. Mr. Clarke also pointed out that it costs the Library an average of thirty-one cents to circulate each book through the Glen Park Branch. This, he indicated, contrasted markedly with the cost of circulation in other branches in the system.

Following further discussion, Commissioner Vavuris moved and Commissioner Wu seconded that the proposed closing of Glen Park Branch be delayed and the branch kept open on a month-to-month basis pending the results of a study to be made by the Library Operations Committee of this and other branch operations. Unanimously adopted.

Mr. Clarke informed the Commission that His Honor, Mayor George Christopher, will officially place the Bookmobile in operation on Friday, February 8, 1957 and it will commence service on Monday, February 11, 1957.

The Librarian reported to the Commission on his conversation with Mr. Thomas C. Howe, Jr. concerning displays in the Main Library of material from the Achenbach Foundation for Graphic Arts. There was agreement that displays should be of shorter duration and should be installed in the Exhibit Room, Main Library less frequently. This would relieve the Library Department's personnel and would make the

Exhibit Room available to other organizations of a civic or cultural nature.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher mentioned the priorities established for maintenance and repair items and capital improvement requests and suggested a tour of the Main and Branch Libraries to ascertain the need for funds to accomplish the suggested work. The Librarian and Secretary were asked to set up an itinerary covering the branches which require repair so that a tour can be arranged for Saturday, February 9, 1957.

Chairman Schwabacher asked the Secretary to report on his conversations with the management consultant firms suggested at the January meeting to accomplish a survey of the Library Department. The Secretary informed the Commission that he had been in contact with Stanford Research Institute, Ernst & Ernst and McKinsey and Company and to date the talks had been of an exploratory nature. The matter was referred to the Policy and Proccdures Committee which will meet prior to the March meeting of the Commission. The Committee was asked to discuss the scope and intent of the suggested survey.

It was moved by Commissioner Moore, seconded by Commissioner Simon and unanimously adopted that the following expenditures for January and estimated expenditures for February be approved:

	Expended January 1957	Est. Expend. February 1957
Salaries	$ 81,861.53	$ 80,000.00
Contractual Services	553.16	500.00
Material & Supplies	832.49	500.00
Books, etc.	10,898.28	10,000.00
Binding	13,475.00	-
Membership Dues	53.00	200.00
Maintenance & Repair of Bldgs.	3,800.00	3,800.00
Repair Auto Equipment	100.00	100.00
Reproduction Bureau	10.70	20.00
Scavenger	114.08	114.08
Telephone	188.00	188.00
Window Washing	205.50	432.50
Fuel Oil, etc.	100.00	100.00
Compensation Insurance	60.95	80.00
Branch Rentals	1,065.00	1,065.00
Heat, Light & Power	2,000.00	2,000.00
Retirement Allowance	7,300.00	7,300.00
	$122,617.69	$106,399.58
Bookmobile	5,772.00	
	$128,389.69	

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore informed the Commission that the resolution of the Recreation and Park Commission authorizing the Library to use 4,500 square feet at the west end of the North Beach Playground for the construction of a branch library had been finally passed by the Honorable Board of Supervisors on Monday, February 4, 1957 by a nine to two voto.

Chairman Moore moved and it was duly seconded and unanimously adopted that the Commission sit as a committee of the whole to consider a choice from among the architectural firms suggested by the Chief Administrative Officer to design the North Beach Branch Library. There being no objection, it was so ordered.

The three San Francisco firms submitted by Mr. Sherman P. Duckel, Director, Department of Public Works, through the C.A. O. are: Ernest Born, 730 Montgomery Street; Appleton and Wolfard, 251 Post Street; and Aushen and Allen, 461 Bush Street.

Chairman Moore displayed several sketches of the proposed plan for the North Beach Library prepared by Appleton and Wolfard. The sketches indicated the possibility of constructing the library to allow space for storage or recreation space if needed under the main reading room. This is in conformity with the suggestion made by Supervisor Halley.

Because the firm of Appleton and Wolfard has demonstrated an awareness of the problems involved in the designing of the North Beach Library, it was suggested by Chairman Moore that they be retained as architects for this branch.

Commissioner Schwabacher moved seconded by Commissioner Fanucchi that the C. A. O. be advised that the Commission requests that the firm of Appleton and Wolfard be retained as architects for the North Beach Branch Library. Unanimously adopted.

It was duly moved and seconded that the committee of the whole be disolved and that the Commission proceed with its regular order of business.

Chairman Moore moved, seconded by Commissioner Fanucchi that the following resolution be adopted:

RESOLUTION #24

RESOLVED That the amount of $40,000 transferred from the Library Building Account to the Land Account, which transfer was occasioned by the possible need for funds in connection with the purchase of a site for the projected North Beach Branch Library, be re-transferred to the Building Account. Unanimously approved.

Chairman Moore suggested that a sign be placed on the site of the North Beach Branch advising that construction will commence shortly. The Librarian was requested to have a suitable sign installed.

Chairman Moore moved and Commissioner Vavuris seconded that the final plans and specifications for the Merced Branch Library be approved and signed. Unanimously approved.

LIBRARY OPERATIONS COMMITTEE

In the absence of Chairman Vayssie, Mr. Clarke informed the Commission that the recordak check booths in the Main Library are being moved to provide a better control of book circulation.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Fanucchi moved, seconded by Commissioner Moore that the following resolution be adopted:

RESOLUTION #25

RESOLVED That the City Librarian and the Secretary of the Library Commission be permitted to attend a Library Workshop at the State Library in Sacramento, California, March 18-21, 1957; and be it

FURTHER RESOLVED That traveling expenses incurred be paid from City funds in accord with Ordinance #4942, Series 1939, adopted by the Honorable Board of Supervisors April 15, 1948.

Unanimously approved.

Commissioner Fanucchi moved, seconded by Commissioner Schwabacher and unanimously approved, that the following resolution be adopted:

RESOLUTION #26

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January 1957 be approved:

X-52 LIBRARY PAGE

E. Arata
J. Farrell
J. Fitzpatrick
R. Minudri
W. Moore
M. Nitsch

C-52 ELEVATOR OPR.

M. Rezos (J. Little on leave)

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1221	Librarian	D.	Brookman
T-1222	"	A.	Keegan
T-1223	"	R.	Pimentel
T-1224	Elev. Opr.	J.	Little
T-1224	" "	F.	Andrews
T-1225	Librarian	A.	Hoke
T-1226	"	M.	Semple
T-1227	"	F.	Thompson
T-1228	"	G.	Haley
T-1229	"	H.	Cushman
T-1230	"	G.	Fennell
T-1231	Off. Ass't	C.	Hagopian
T-1231	" "	J.	Little
T-1232	Librarian	R.	Kraus
T-1232	"	C.	Martino
T-1233	"	M.	Costello
T-1233	"	L.	Marvier
T-1233	"	M.	Hedberg
T-1234	Librarian	D.	Glover
T-1235	"	A.	Quan
T-1236	"	H.	Dunham
T-1237	Gen. Clk.	M.	Prosser
T-1238	Librarian	V.	Strehl
T-1239	"	D.	Tompkins
T-1240	"	J.	McCarthy
T-1241	"	N.	Brumback
T-1242	"	M.	Shannon
T-1243	Gen. Clk	K.	Townsend
T-1247	Off. Ass't	C.	Hagopian
T-1248	Librarian	J.	Lynch
T-1248	"	B.	Bone

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

W. CUMMINGS
P. BYRNE

X-42 LIBRARIAN (PT)

H. GREELY
R. KRAUS
C. McGUIRE
N. OTTERBERG

C104 JANITOR(PT)

J. GRANELLI

PUBLIC RELATIONS COMMITTEE

Chairman Fanucchi reported on the public relations activities of the Library during the period since the January meeting, including a report from Miss Anne Farrell, Public Relations Librarian.

The Commission was reminded that California Library Week is scheduled for March 10-16, 1957, and that again this year much television and radio publicity has been arranged for by Stuart M. Boland, Head Librarian, Park Branch Library.

COMMUNICATIONS

From Mr. John M. Peirce, State Director of Finance re: Sutro Branch of the State Library. Answer to the Commission's request for early removal of the Sutro Collection from the Main Library. File.

From Honorable Caspar Weinberger, Member of Assembly, 21st District, re: Sutro Branch of the State Library, mentioning the legislation passed to exchange properties between the University of California and San Francisco State College which will allow suitable quarters to be arranged for the housing of Sutro Library. Acknowledge and file.

From Mrs. Letha A. Watsen re: Offer to donate a bust of George Washington Carver to the Library. Acknowledge and suggest to Mrs. Watsen that she contact the Art Commission with reference to her proposed gift.

From Mrs. Claire Schwartz re: Her pleasure with the Library Commission's acceptance of the Mark Adams tapestry design for the embellishment of the Marina Branch Library. File.

From Mrs. Eulala Smith, Secretary, Public Welfare Commission, re: Thanks to the City Librarian and the Commission for providing reading material for the Single Men's Rehabilitation Center located on property of the Hassler Health Home. File.

From Mr. R. W. Chatham re: Request that four mural panels executed by Gottardo Piazzoni be installed in the Main Library.
Acknowledge and file.

There being no further business, the meeting was adjourned.

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, March 5, 1957 in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Mohr.

The Pledge of Allegiance to the Flag was led by Commissioner Haynes.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, Mohr, Moore, Schwabacher, Simon, Vavuris, Vayssie and Wu. Excused because of illness: Commissioner O'Brien. Absent: Commissioner McGregor.

It was duly moved and seconded that the minutes of the February meeting be approved and placed on file. There being no objection, it was so ordered.

Mr. Angelos Papulias, publisher of the Pacific Coast Review, was introduced to the Commission. He presented to the Library two volumes written by the most eminent Greek author of the past three centuries, K. Paparegopoulos.

The Commission thanked Mr. Papulias for his generous donation and requested that a communication be addressed to him reflecting its gratitude.

President Mohr introduced Mr. John Campbell, Chairman, and Mrs. James Hays and Mr. Roger Noden of the Honorable Grand Jury's Education, School, Libraries Committee.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore displayed the furniture layout for the Merced Branch Library. He informed the Commission that the design of the furniture would be similar to that at the Ortega, Marina and Parkside Branches. He moved and Commissioner Schwabacher seconded that the basic furniture design be approved. Unanimously adopted.

Chairman Moore stated that the Commission's choice of the architectural firm of Appleton and Wolfard had been confirmed in connection with the new North Beach Branch Library. The Chairman added, however, that he felt the timetable for construction as submitted by the Bureau of Architecture seemed unnecessarily long.

Chairman Moore moved and Commissioner Schwabacher seconded that a letter of appreciation be sent to the firm of Foster and Kleiser which provided, free of charge, a large sign at the western end of the North Beach Playground announcing it as the location of the new North Beach Branch Library. Unanimously adopted.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher suggested that members of the Commission meet prior to the budget meeting with His Honor, Mayor Christopher.

Commissioner Moore moved and Commissioner Simon seconded that the following resolution be approved:

RESOLUTION #31

RESOLVED That a request be made for a Supplemental Appropriation in the amount of $3,000 to cover the increase in the cost of Heat, Light and Power for the Main and twenty-four Branches and to finish out the fiscal year as directed by the Manager of Utilities. Sufficient funds were not allowed in the current budget to carry the Department through the fiscal year. Unanimously adopted.

It was moved by Commissioner Vavuris, seconded by Commissioner Moore and unanimously adopted that the following expenditures for February and estimated expenditures for March be approved:

	Expended February 1957	Est. Expend. March 1957
Salaries	$82,082.22	$82,000.00
Contractual Services	677.54	600.00
Material & Supplies	1,371.18	500.00
Books, etc.	8,976.31	10,000.00
Membership Dues	208.00	100.00
Maintenance & Repair Buildings	3,800.00	3,800.00
Repair Auto Equipment	100.00	100.00
Reproduction Bureau	-	20.00
Scavenger Service	114.08	114.08
Telephone	188.00	188.00
Window Washing	205.50	205.50
Fuel Oil, etc.	100.00	100.00
Compensation Insurance	60.95	80.00
Branch Rentals	1,065.00	1,065.00
Heat, Light and Power	2,634.04	2,000.00
Retirement Allowance	7,300.00	7,300.00
	$108,882.82	$108,172.58

It was moved by Commissioner Vavuris, seconded by Commissioner Simon and unanimously adopted that the list of books on economic and political subjects in the amount of $141.72, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Simon presented to the Commission a list of certain maintenance and repair projects with estimates of cost from both the Department of Public Works and representative contractors.

Commissioner Simon pointed out the disparity in the estimates and remarked that since the Department of Public Works figures seemed unduly high in almost all cases, these differences should be investigated further.

It was moved by Commissionor Vavuris, seconded by Chairman Simon and unanimously adopted that the following resolution be approved:

RESOLUTION #33

RESOLVED That the Library Commission shall, through any means available to it, attempt to regain control of the funds required for the maintenance and repair of Library buildings and for capital expenditures for new construction or improvements to existing Library

properties; and that the City Attorney be requested to review his opinion of March 1954 in regard to this matter.

Chairman Simon requested the Secretary to read a letter from the Department of Public Works Director regarding the damage which has accrued to the Main Library building as a result of the construction of the underground exhibit hall.

Since the communication indicated that all such damage claims should be directed to the General Contractor for the project, Commissioner Vavuris moved, seconded by Commissioner Wu that a letter be sent to the firm of Theodore Meyer and Sons calling attention to the damage which has been caused. There being no objection, it was so ordered.

Chairman Simon informed the Commission that the Technical Advisory Committee to the State College School of World Business is objecting to the proposed use of space at 540 Powell Street to house the Sutro Branch of the California State Library.

President Mohr suggested that the Librarian and Secretary might contact State officials on this matter when they are in Sacramento to attend the Library Workshop, March 18-21, 1957.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, the Librarian requested approval of the following resolution. Its adoption was moved by Commissioner Wu seconded by Commissioner Vavuris and unanimously approved.

RESOLUTION #28

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February 1957 be approved:

X-52 LIBRARY PAGE		B210 OFFICE ASS'T (P.T.)	C104 JANITOR (P.T.)
G. Andrews	T. Foley		
E. Egert	G. Moran	B. Bone	B. Moran III

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T1248	Librarian	D. Duino	T1252	Librarian	M. Wilkerson
T1248	"	J. Lehner	T1253	"	T. Gould
T1249	"	F. Evans	T1254	"	H. Brown
T1250	"	M. Sheehan	T1255	"	F. Downie
T1251	"	B. Spagnoli	T1255	"	E. Soules
T1252	"	D. Cunningham	T1267	"	N. Brumback
T1252	"	M. Herold			

AND FURTHER, That the following resignations of non-civil service, part-time and temporary employees be accepted:

X52 LIBRARY PAGE	B210 OFFICE ASS'T (P.T.)	X42 LIBRARIAN P.T.
N. Dineen		B. Bone L. Marvier
R. Rogoway	J. Lehner	M. Delaney M. Shannon
R. Seiler		M. Greene

1) The number of committee meetings that are required to accomplish the work of the Commission;

2) the Commission members serve without remuneration and thus requires the gratuitous efforts of busy people with diverse interests;

3) the Commission has never postponed or failed to hold a meeting because a quorum was not in attendance and in fact, has set an example in this regard; now,

THEREFORE BE IT RESOLVED That the San Francisco Public Library Commission desires to express its considered opinion that the number of Commissioners should not be reduced and that the Judiciary Committee of the Board of Supervisors should be advised as they requested.

The suggestion to amend the Commission by-laws to provide for the annual election of officers at the January meeting rather than at the March meeting as at present, was held over pending a meeting of this Committee to consider the matter further.

LIBRARY OPERATIONS COMMITTEE

Chairman Vayssie reviewed for the Commission and the residents from the Glen Park District in attendance the reasons the Commission had decided to close the Glen Park Branch and to serve the area by Bookmobile.

In view of the need for reference service, Chairman Vayssie suggested that the Glen Park Branch be kept open on a limited service basis from 3:00 to 6:30 p.m. on week days. In order to provide this service, Chairman Vayssie moved and Commissioner Simon seconded that the following resolution be approved:

RESOLUTION #32

RESOLVED That a request be made for a Supplemental Appropriation in the amount of $130.00 to cover the rental for Glen Park Branch Library for the remainder of the fiscal year at $65.00 per month.

Unanimously adopted.

In reply to Mrs. Bedford Maddux, a resident of the Excelsior District, Commissioner Schwabacher stated that the closing of the Excelsior Branch Library was not contemplated, but rather that funds have been requested in the 1957-58 budget for the purchase of a site for the future construction of a permanent branch to serve that district.

Chairman Vayssie informed the Commission that another communication had been received from the Northern California Chapter of the American Institute of Architects relative to the establishment of an architectural exhibit center in the present Children's Room.

After some discussion, the Secretary was requested to inform the A.I.A. that because of budgetary limitations, the removal of the Children's Room is not practical at this time, but that the A.I.A. was welcome to use the present Exhibit Room whenever it had worthwhile public projects to display.

It was moved by Chairman Vayssie, seconded by Commissioner Moore and unanimously approved that the following resolution be approved:

RESOLUTION #27

RESOLVED That during the absence of Secretary Clarvoe, Mr. Elliot Chinn of the Secretary's Office be appointed Secretary Pro-tem in order to execute the necessary documents for the efficient operation of the Library Department.

COMMUNICATIONS

From San Francisco Second District, California Congress of Parents and Teachers; from Parent-Teacher Associations at James Denman Junior High School, Balboa High School, Glen Park School, and Fairmount School; from Mr. Donald W. Garrett, Recording Secretary, New Mission Terrace Improvement Association; and from Mrs. Leon N. Swenson re: Proposed closing of the Glen Park Branch Library.
Acknowledge and file.

From Mr. Lawrence Amietti, Secretary, McLaren Park Improvement Club, re: requesting a new structure to replace the present Portola Branch Library. Acknowledge and file.

From His Honor, Mayor Christopher, re: Thanks for Commission cooperation in resolving the problem of securing a site for the new North Beach Branch Library. File.

From the Honorable Art Commission re: Suggestion that attention be given to landscaping when plans are drawn for new library construction. Acknowledge and file.

From Philip Rezos, Director of Property, re: Rental collection for library-owned property at 45 Hyde Street for December.
File.

There being no further business to come before the Commission, the meeting was adjourned to a special meeting of the Commission to be held Wednesday March 13, 1957 at 3:30 p.m.

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the special meeting of the Library Commission held Wednesday, March 13, 1957 in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Mohr.

The Pledge of Allegance to the Flag was led by Commissioner Vayssie.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, McGregor, Mohr, Moore, O'Brien, Schwabacher, Simon, Vavuris, Vayssie and Wu.

Commissioner Schwabacher, Chairman of the Finance, Audit and Budget Committee completely reviewed the budget requests for the fiscal year 1957-58. The City Librarian displayed much of the budget material as pictured on revised charts which will be used during the presentation to His Honor, Mayor Christopher and to the Honorable Board of Supervisors.

It was moved by Commissioner Fanucchi, seconded by Commissioner Haynes and unanimously approved that the following resolution be adopted:

RESOLUTION #34

RESOLVED That a request be made for a Supplemental Appropriation in the amount of $780.00 to cover rent for the Glen Park Branch Library for the fiscal year 1957-58.

It was moved by Commissioner Fanucchi, seconded by Commissioner Moore and unanimously approved that the following resolution be adopted:

RESOLUTION #35

RESOLVED That a request be made for a Supplemental Appropriation in the amount of $9,500.00 to provide necessary funds for urgently needed improved lighting in the Order Department, Main Library and in the adult and children's reading rooms of the Sunset Branch Library.

It was moved by Commissioner Simon, seconded by Commissioner Haynes and unanimously approved that the following resolution be adopted:

RESOLUTION #36

RESOLVED That a request be made for a Supplemental Appropriation in the amount of $2,100.00 to provide necessary funds for the painting of the exterior stucco and window trim and the steam cleaning of the entrance arch at the Bernal Branch Library.

Commissioner Fanucchi moved, Commissioner Wu seconded and the Commission unanimously approved a suggested change in the by-laws providing the election of Commission officers should be held at the regular meeting in January of each year rather than in March as at present.

President Mohr requested Commissioner Schwabacher to assume the Chair. Commissioner Schwabacher declared that nominations were in order for the office of President of the Library Commission.

On motion of Commissioner Fanucchi, seconded by Commissioner Vayssie, Commissioner Mohr's name was placed in nomination for the office of President.

On motion of Commissioner Moore, seconded by Commissioner O'Brien, Commissioner Simon's name was placed in nomination for the office of President.

Commissioner Fanucchi moved and Commissioner Haynes seconded that the nominations be closed. There being no objection, the nomination for the office of President was closed.

On the tally of ballots, Commissioner Simon received seven votes and Commissioner Mohr, four votes. Commissioner Simon was announced as the new President of the Commission.

President Simon assumed the Chair and thanked his fellow Commissioners for the honor of having been elected to head the Commission. He pledged to act in the best interests of the Library and requested that he be supported in his administration by all Commissioners.

President Simon declared that nominations were in order for the office of First Vice-President.

Commissioner Mohr, whose name was duly proposed as a candidate for First Vice-President, declined to run.

Commissioner Vayssie, whose name was duly proposed as a candidate for First Vice-President, declined to run.

On motion of Commissioner Fanucchi, seconded by Commissioner Vayssie, Commissioner Schwabacher's name was placed in nomination for the office of First Vice-President.

There being no further nominations, it was moved by Commissioner Vavuris, seconded by Commissioner Haynes, that the nomination be closed. Commissioner Schwabacher was declared unanimously elected First Vice-President.

On motion of Commissioner O'Brien, seconded by Commissioner Moore, Commissioner Fanucchi's name was placed in nomination for the office of Second Vice-President. There being no further nominations for the office of Second Vice-President, it was moved by Commissioner Vavuris and seconded by Commissioner Schwabacher that the nomination be closed. Commissioner Fanucchi was declared unanimously elected Second Vice-President.

There being no further business, Commissioner Moore moved and Commissioner Schwabacher seconded that the meeting be adjourned; the next regular meeting to be held April 2, 1957. There being no objection, it was so ordered.

Frank A. Clarvoe, Jr.
Secretary

APRIL 15, 1957

HONORABLE GEORGE CHRISTOPHER, MAYOR

LIBRARY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

OFFICERS

1957

President	Bert Simon
1st Vice-President	Albert E. Schwabacher, Jr.
2nd Vice-President	Rose M. Fanucchi

STANDING COMMITTEES

PLANNING & DEVELOPMENT

Moore, Chairman
Fanucchi
Mohr
Schwabacher
Wu

FINANCE, AUDIT & BUDGET

Schwabacher, Chairman
Moore
Vavuris

BUILDING, CONSTRUCTION & MAINTENANCE

Wu, Chairman
Fanucchi
Schwabacher
Vayssie

WELFARE OF EMPLOYEES

O'Brien, Chairman
Haynes
McGregor
Vayssie

LIBRARY OPERATIONS

Vavuris, Chairman
Fanucchi
Mohr
Vayssie

BOOKS & ART

McGregor, Chairman
Haynes
O'Brien
Vayssie

PUBLIC RELATIONS

Mohr, Chairman
Moore
O'Brien
Wu

POLICY, PROCEDURES & PRESS

Fanucchi, Chairman
Haynes
McGregor
Vavuris

Proceedings of the regular meeting of the Library Commission held Tuesday, April 9, 1957 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Mohr.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, McGregor, Mohr, Moore, Schwabacher, Simon, Vavuris, Vayssie and Wu. Absent: Commissioner O'Brien.

Commissioner Mohr called the attention of the Commission to an error in the minutes of the special meeting held Wednesday, March 13, 1957. Page 2, Paragraph 12 was corrected to read: "On motion of Commissioner Mohr, seconded by Commissioner O'Brien, Commissioner Fanucchi's name was placed in nomination for the office of Second Vice-President." It was duly moved and seconded that the minutes be approved as corrected. There being no objection, it was so ordered.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore presented two revised sketches of the proposed North Beach Branch Library for the Commission's consideration. He indicated that if the Commission approved the drawings as submitted, they would be presented to the Recreation and Park Commission for consideration. Commissioner Mohr moved and Commissioner Wu seconded that the sketches be approved. Unanimously approved.

Chairman Moore suggested that a resolution be addressed to the Director of the Department of Public Works suggesting that he re-analyze the programming for the construction of the North Beach Branch with the intent and purpose of completing construction within one year.

Commissioner Fanucchi moved and Commissioner Schwabacher seconded that such a communication be forwarded immediately.
Unanimously adopted.

On motion of Chairman Moore seconded by Commissioner Fanucchi and unanimously approved, the low bid of $115,214.00, as submitted by Leon Carlen for the construction of the Merced Branch Library, was confirmed.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher summarized Mayor Christopher's actions in regard to the 1957-58 Library Department budget. He announced that the Finance Committee of the Honorable Board of Supervisors will review the budget Thursday, April 18, 1957. He encouraged all Commissioners to attend the hearing.

It was moved by Commissioner Fanucchi, seconded by Commissioner Moore and unanimously adopted that the list of books on economic and political subjects in the amount of $464.59, as submitted by the City Librarian, be purchased from the Fuhrman Bequest Fund.

It was moved by Commissioner Mohr, seconded by Commissioner Wu and unanimously adopted that the following expenditures for March and estimated expenditures for April be approved:

	Expended March 1957	Est. Expend. April 1957
Salaries	$81,523.20	$82,000.00
Contractual Services	737.72	800.00
Material and Supplies	27.07	500.00
Books	9,276.53	9,997.00
Equipment	587.87	530.00
Services of Other Departments	2,746.00	2,746.00
Maintenance & Repair of Buildings	3,800.00	3,800.00
Repair Auto Equipment	45.39	100.00
Reproduction Bureau	15.75	50.00
Scavenger Service	114.08	114.08
Telephone	188.00	188.00
Window Cleaning	205.50	205.50
Fuel, Oil and Gasoline	100.00	100.00
Compensation Insurance		100.00
Branch Rentals	1,065.00	1,065.00
Heat, Light & Power	2,733.33	2,800.00
Retirement Allowance	7,300.00	7,300.00
Total	$110,465.44	$112,395.58

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Wu reviewed the report and findings of Mr. Vensano regarding the condition of the Main Library and McCreery and Presidio Branches with reference to damage inflicted during the earthquake of March 22, 1957. Mr. Vensano indicated that in his opinion, the Presidio Branch could be reopened as soon as recommended plastering work has been accomplished, but the McCreery Branch should remain closed pending further structural studies.

The City Librarian informed the Commission that he had requested that surveys be made of the North Beach and Sunset Branches to determine if any immediate repairs should be made as a result of the earthquake.

Commissioner Schwabacher questioned the disparity in the cost estimates and priority ratings for maintenance and repair projects as submitted by the Department of Public Works and by representative private contractors. Commissioner Panucchi asked whether Commission members should have attended the meetings during which the Mayor considered the 1957-58 budget of the Department of Public Works.

She further inquired, in regard to this matter, if Commissioners should attend the Finance Committee's hearings when the Library's maintenance and repair projects are under consideration.

LIBRARY OPERATIONS COMMITTEE

Commissioner Moore asked the City Librarian what was being done with the book collection at the McCreery Branch Library pending the reopening of that extension. Mr. Clarke informed the Commission that if the branch is closed for a protracted period, the books will be reaccessioned and made available to other branches.

The Committee was asked to study the present Bookmobile schedule with particular attention to be given to the possibility of extending this service to the areas where branches are now closed pending repair.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Haynes moved, Commissioner Vavuris seconded and the Commission unanimously approved the following resolution:

RESOLUTION #37

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March 1957 be approved:

X-52 LIBRARY PAGE

Roberto Acosta	Philip Gosland
John Casey	Healy Leong
Robert Dotson	John Pendergast
Ronald Fahey	

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T1248	Librarian	M. Hedberg	T1264	Librarian	E. Green
"	"	R. Minudri	"	"	M. Baus
"	"	M. Costello	"	"	N. Moore
T1252	"	L. Simpson	T1265	"	J. Brookman
"	"	M. Herold	T1266	"	J. Canale
"	"	C. Richardson	T1267	"	R. Conlan
T1255	"	J. Halson	T1269	"	B. Cox
"	"	J. Campbell	T1271	"	J. McCarthy
"	"	P. Meenan	T1272	"	R. Winther
T1256	"	C. Eklund	T1273	"	T. Lane
T1257	"	D. Tompkins	"	"	H. Melendez
T1258	"	J. Varain	T1274	"	R. Michalske
T1259	"	C. Martino	"	"	R. McDonnell
T1260	"	E. Wright	"	"	R. Curiel
T1261	"	R. Quigley	T1275	"	R. Brady
T1262	Janitor	T. Connolly	T1278	"	N. Brumback
			T1277	Off Ass't	K. Townsend

AND FURTHER, That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

G. Andrews
F. Downie
R. McDonnell
J. McGuire
R. Minudri
M. Mitsch

X-42 LIBRARIAN PT

J. Brookman
M. Buckley
G. Buford
C. Crews
G. Fennell
L. Gosland
T. Gould
A. Jensen
J. Marchi
L. Perata
M. Reimann
B. Schaffer
L. Simpson
J. Wong
M. Wilkerson

BOOKS AND ART COMMITTEE

Mr. Clarke called the attention of the Commission to the circulation figures and remarked that the Ortega Branch Library was now circulating in excess of 20,000 volumes a month.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr reviewed some of the events which had contributed to the overall success of the 1957 observance of California Library Week and indicated that there is growing support for a National Library Week in the future.

Also reviewed by Chairman Mohr were some of the bills affecting libraries currently under discussion or already acted upon by the State Legislature or committees thereof.

Chairman Mohr summarized the March report of Miss Ann Farrell, Public Relations Librarian, which included references to the number of library visitors, tours arranged, the March 25 meeting of the Friends of the Library and the pictures shown at the weekly film programs.

Chairman Mohr asked for a new study of public relations and publicity as they concern the Library Commission and Department and suggested that such a study be conducted by the Policy and Procedures Committee of the Commission.

The following resolution was introduced by Chairman Mohr:

IN MEMORIUM

WHEREAS, Robert Rea was an employee of the San Francisco Public Library for fifty-six years, entering its service in 1889, and passed away on Monday, April 8, 1957 at the age of seventy-nine years;

WHEREAS, Mr. Rea served as City Librarian of the San Francisco Public Library from 1912 until retirement on December 31, 1945;

WHEREAS, Mr. Rea played an active part in the rehabilitation of the San Francisco Public Library's program after the fire and earthquake of 1906;

WHEREAS, The construction of the Main Library and twenty-one branches in the succeeding years were the result of his energetic actions and farsighted library policies; and

WHEREAS, Mr. Rea established such a long and creditable record of public service; now,

THEREFORE BE IT RESOLVED That it behooves this Commission on this day to adjourn this meeting in his memory.

Unanimously adopted.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi requested that members of this Committee meet prior to the May Commission meeting to consider the suggestion made by Chairman Mohr of the Public Relations Committee.

COMMUNICATIONS

From: Mr. Martin B. Pray, Executive Manager, San Francisco Junior Chamber of Commerce re: expressing regret that the Public Relations Committee of the Junior Chamber has voted not to develop an "Operation Library" project at this time. Acknowledge and file.

From: Mr. Thomas A. Brooks, Chief Administrative Officer, re: Acknowledgement of the receipt of Commission's resolution #33, dated March 5, 1957. File.

From: Mr. R. J. Hadden, Vice-President, Pacific Tel & Tel, re: Thanks for Commission Resolution #29, dated March 5, 1957. File.

From: Mr. James M. Glynn, Secretary, Cayuga Improvement Ass'n re: Thanks to Commission for its interest in the outer Mission District as evidenced by budget request for branch library construction. File.

From: Mrs. Leon N. Swenson and the Sunnyside and Glen Park P.T.A. re: Thanks to Commission for keeping Glen Park Branch Library in operation on a limited schedule basis. File.

From: Mr. Philip Rezos, Director of Property, re: Rental collections for library-owned property at 45 Hyde Street for the months of January and February 1957. File.

There being no further business to come before the Commission, the meeting was adjourned to Tuesday, May 7, 1957, in respect to the memory of Mr. Robert Rea, former City Librarian, in conformity with the memorial resolution spread upon the minutes above.

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, May 7, 1957 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Fanucchi.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, McGregor, Mohr, Moore, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners O'Brien and Schwabacher.

Commissioner Vavuris moved and Commissioner Vayssie seconded that the minutes of the April meeting be approved and placed on file. There being no objection, it was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Commissioner Vavuris, seconded by Commissioner Haynes and unanimously adopted that the following Library Department expenditures for April and estimated expenses for May be approved:

	Expended April '57	Est. Expend. May 1957
Salaries	$ 79,683.99	$ 80,000.00
Contractural Services	1,856.93	300.00
Material a nd Supplies	2,405.89	300.00
Books	9,327.00	2,800.00
Equipment	395.56	---
Services of Other Depts.		2,746.00
Maintenance & Repair Bldgs.	3,800.00	3,800.00
Repair Auto Equipment	128.43	100.00
Reproduction Bureau	82.45	15.00
Scavenger Service	114.08	114.08
Telephone	188.00	188.00
Window Cleaning	205.50	205.50
Fuel, Oil and Gasoline	101.17	100.00
Compensation Insurance		100.00
Branch Rentals	1,065.00	1,065.00
Heat, Light & Power	1,883.21	2,500.00
Retirement Allowance	7,300.00	7,300.00
Total	$ 108,627.39	$ 101,633.58

It was moved by Commissioner Vavuris, seconded by Commissioner Fanucchi and unanimously adopted that the list of books on economics and political subjects in the amount of $239.00 be purchased from the Fuhrman Bequest Fund, and that the list of books in the amount of $119.75 be purchased from the Sutro Fund.

Commissioner Mohr moved, Commissioner Fanucchi seconded and the Commission passed the following resolution by unanimous action.

RESOLUTION # 38

RESOLVED That the Modification of Contract in the amount of $477.93 for painting the window sash at Richmond and Sunset Branch Libraries, be approved.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Wu informed the Commission that as a result of a thorough inspection of the Presidio Branch Library, the Department of Public Works determined that the building was structurally safe and plaster damage had been repaired and the branch reopened. It was pointed out, however, that required painting cannot be accomplished until after the start of the new fiscal year when funds will be available.

Commissioner Mohr inquired as to the appropiateness of including the building of the Merced Branch Library within the scope of duties of this Committee rather than the Planning and Development Committee since construction has now commenced on the branch. President Simon referred the question to the Policy and Procedures Committee for consideration.

LIBRARY OPERATIONS COMMITTEE

Chairman Vavuris called the attention of the Commission to the letter addressed to the Director of the Department of Public Works citing the structural condition of the McCreery Branch Library. Commission members were informed that a structural engineer employed by the McCreery Estate is also due to render a report on the damage to the building and to indicate if repairs are justified.

The letters which have been received from McCreery Branch patrons were mentioned by Chairman Vavuris. He asked about the possibility of providing Bookmobile service to the area until such time as the Branch is either repaired or replaced. Mr. Clarke indicated that it would be possible to provide at least some library service in this way and that the answers to the letters mentioned above would so state.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Vayssie moved, Commissioner Vavuris seconded and the Commission unanimously approved the following resolution:

RESOLUTION # 39

See last page.

BOOKS AND ART COMMITTEE

Chairman McGregor inquired of the Librarian as to when the tapestry designed for the Marina Branch Library would be installed. Mr. Clarke replied that the full-size final drawing by the artist, Mr. Mark Adams, had already been forwarded to the weavers at Aubusson, France, and that the tapestry is scheduled for completion in July of this year.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr inquired whether the public relations activities of the Commission should be split by adding the responsibility for press relations to the duties of the Policys and Procedures Committee. The Secretary mentioned that perhaps confusion had resulted because the Policy and Procedures Committee had been requested to study the coordination of and responsibility for the issuing of public statments and that the word 'Press' had been added in error.

The attention of the Commissioners was called to the annual Staff Breakfast by Chairman Mohr. She encouraged everyone to attend the function to be held at 10:00 a.m. Sunday, May 19, 1957 at the Holiday Lodge. Commissioners were also urged to attend the Golden Gate District meeting of the California Library Association scheduled for Saturday, May 25, 1957 at Monterey.

Chairman Mohr summarized the April report of Miss Anne Farrell, Public Relations Librarian, which included references to the number of library visitors, tours arranged and meetings attended.

Assembly Bill 2787 providing for a State Library Commission to study public libraries and their problems was outlined by Commissioner Mohr. The Commission was informed that the bill should be supported, since a study could point up library requirements and the possibility of the need for financial aid to public libraries.

President Simon inquired whether the Library will be represented at this year's American Library Association conference to be held at Kansas City. Chairman Mohr indicated that as a result of her discussion with Mr. Clarke, she felt that if attendance at only one A.L.A. conference within the next year was possible that representation at the mid-winter meeting was perhaps more important. This meeting would be held closer to the time for the 1958 A.L.A. conference in San Francisco.

Mr. Clarke pointed out that a supplemental budget request in the amount of $500 would be necessary to send one person to the Kansas City meeting.

Commissioner Vavuris moved, seconded by Commissioner Fanucchi that the following resolution be approved:

RESOLUTION # 40

RESOLVED, That one person be permitted to attend the annual American Library Association Conference to be held June 23-29, 1957 at Kansas City, Missouri as a delegate from the San Francisco Public Library; and be it

FURTHER RESOLVED, That traveling expenses be paid from the city funds in accord with Ordinance 4942, Series 1939, adopted April,15, 1948.

Unanimously approved.

President Simon asked Commissioner Mohr to attend the conference. She indicated she might not be able to do so. Commissioner Fanucchi moved, seconded by Commissioner McGregor that either Commissioner Mohr or the Secretary attend if funds are made available.

Unanimously adopted.

Commissioner Fanucchi remarked that very few Californians were included on the ballot sent out by the Trustees section of the American Library Association and asked about the possibility of assuring more participation by libraries in the West.

President Simon asked the Librarian for a progress report on the requested removal of the Sutro collection from the Main Library. Mr. Clarke stated that an evaluation committee appointed by the State Library is presently holding meetings to determine space requirements and value of the Sutro collection. Commissioner Fanucchi moved, seconed by Commissioner Vavuris that communications again be addressed to

State officials urging the early removal of the Sutro Library and requesting a progress report. There being no objection, it was so ordered.

Chairman Mohr reminded the Commissioners that sponsors are urgently needed for the Friends of the Library and asked that each Commissioner send a list of at least five persons to the Secretary to implement this suggestion.

POLICY, AND PROCEDURES COMMITTEE

Chairman Fanucchi requested the Secretary to schedule a meeting of the Committee within the next two or three weeks at a time convenient for members thereof.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reviewed the ground-breaking ceremony for the Merced Branch Library which was held Monday April 29, 1957. He stated that nearly 2,000 school children attended and asked that a letter be sent to Mayor Christopher thanking him for his participation in the program.

Mr. Clarke Mentioned the lack of parking facilities around the Merced Library site. Commissioner Fanucchi asked about the possibility of purchasing additional ground since it is available and since the construction contract was below the amount budgetted.

Chairman Moore read the following resolution passed by the Recreation and Park Commission on May 1, 1957:

PARK RESOLUTION NO. 2679

RESOLVED That this Commission, on the full and unqualified recommendation of the Supervising Engineer, Recreation Superintendent, and the General Manager, does hereby approve the alternate plan for construction of the Branch Library in the North Beach Playground, said plan prepared by Appleton & Wolfard, the Library Commission's architects, and indentified as Scheme No.7, Sheets Nos.1,2 and 3, Job 928, dated April 30, 1957; it being understood and agreed to by the Library Commission that the Library Commission shall finance and provide for construction in the building of two public rest-rooms with direct access to the playground area, storerooms for janitorial and caretaker supplies, rearrangement of the floodlighting system, and repaving for the tennis and volleyball courts, and the construction and landscaping of the triangular section at the south end of the building that will serve as a jointly used approach area between the library building and the mothers' and children's play section, all in accordance with the aforesaid architectural drawings.

Chairman Moore showed the revised preliminary sketches to the Commission and stated that they were the ones approved by the Recreation and Park Commission as cited above and that they also have the approval of the Art Commission with the reservation that final landscape layouts shall be presented to that body for confirmation.

Chairman Moore moved, Commissioner Haynes seconded and the Commission unanimously approve the sketches as submitted and that a communication be addressed to the firm of Appleton and Wolfard request-

ing that it proceed under the contract already entered into and that work on final drawings proceed without delay.

COMMUNICATIONS COMMITTEE

From Dr. Ed. W. Wight re: lifting of residence requirements as it might apply to the applications of professional librarians seeking employment with the San Francisco Public Library. Refer to Policy and Procedure Commission.

From Mr. John H. Devitt, Assistant City Architect re: Modification of contract with the firm of Appleton & Wolfard occasioned by the lowered cost of construction of the Merced Branch. A saving of $1,035.02 on the basis of 7% of the construction cost. Commissioner Moore moved and Commissioner Vavuris seconded that the following resolution be approved:

RESOLUTION # 41

RESOLVED, That the modification of contract with the firm of Appleton and Wolfard covering cost of architectural fee for the Merced Branch Library be confirmed. Unanimously adopted.

From John L. Goodwin, Treasurer, City and County of San Francisco, re:investment of trust fund balances. Refer to Finance, Audit and Budget Commission.

From the Honorable James J. Welsh, Presiding Judge of the Municipal Court, and from Mrs. Carma R. Zimmerman, State Librarian re:acknowledging invitation and expressing regret at inability to attend ground-breaking ceremonies for the Merced Branch Library.

Frank A. Clarvoe Jr.,
Secretary

MAY 7, 1957

RESOLVED THAT the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April, 1957, be approved:

X-52 LIBRARY PAGE

Peter Panagotacos
Jerry Trainor

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1270 B-228 Sr Clk W. Martland (CA)
T-1271 X-42 Librn G. Galban
T-1271 " " L. Louie
T-1276 " " J. Cosgrave
T-1279 " " M. Fowler
T-1280 " " A. Sacco
T-1281 X-42 Librn M. O'Neill
T-1282 " " A. Fontenot
T-1284 " " E. Lewis
T-1283 " " M. Worth
T-1285 " " G. Mc Kanna
T-1286 J-54 Book Repairer L. Peterson
T-1287 B-222 Gen Clerk R. Stange (OA)
T-1288 X-42 Librn M. Brown
T-1289 " " R. Pimentel
T-1290 " " E. Lee

AND FURTHER that the following resignations of non-civil service, part-time and temporary employees be accepted.

X-52 LIBRARY PAGE

Roberto Acosta
Thomas Foley
Floyd Froschauer
Robert Michalske
William Reilly

X-42 Librarian (part-time as needed

Mary Brunn
George Haley
Jean Paterson
Donald Setanc
Mauraid Semple

Proceedings of the regular meeting of the Library Commission held Tuesday, June 4, 1957 in the Commissioner's Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner O'Brien.

On roll call the following were noted present: Commissioners Fanucchi, Mohr, Moore, O'Brien, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners Haynes, McGregor and Schwabacher.

Commissioner Moore moved and Commissioner Wu seconded that the minutes of the May meeting be approved and placed on file. There being no objection, it was so ordered.

The City Librarian requested that the Commission hear persons in attendance relative to a request that Library service be provided to citizens formerly served by the McCreery Branch Library. Mrs. James Turner, President, Sanchez P.T.A., Mrs. W. Kunstorff, Library Chairman, Second District P.T.A., and Mrs. K. Johnson of the Second District of the California Congress of Parents and Teachers asked that the Commission establish a temporary branch in rented quarters at the earliest possible date. The Secretary was asked to read the letters exchanged between President Simon and Mrs. Lillian D. Walden of the McCreery Estate Company relative to the possible condemnation of the McCreery Branch Library building. The Librarian announced that the public hearing on condemnation had been scheduled for Friday, June 21, 1957 at 10:00 a.m.

Commissioner Mohr moved and Commissioner Wu seconded that a survey be started immediately to determine the availability and a possible cost of locating and operating suitable temporary quarters for the McCreery Branch Library, and that the results of the survey be made available to the Library Operations Committee for its early study and recommendation. Unanimously adopted.

Mr. Clarke announced that pending a final decision in regard to the matter, the Bookmobile would make stops at the McCreery Branch Library commencing June 14, 1957.

To implement a suggestion by Commissioner Fanucchi, that a committee be appointed to wait upon the management of the McCreery Estate Company, President Simon asked Commissioners Fanucchi, Mohr and Moore to join him in such a meeting.

The regular order of business was resumed.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore displayed the final preliminary drawings and tentative specifications of the new North Beach Branch Library. He pointed out that this work had been completed ahead of schedule and that construction of the building might be started by September of this year. He stressed that the work to date was in complete harmony with project approvals rendered by the Recreation and Park and Art Commissions and the Board of Supervisors.

While the estimate of $140,000 for the construction of the North Beach Branch Library is below the amount budgeted, Chariman Moore mentioned that building funds would be used to move the tennis court light standards and nets and for the landscaping of the corner adjoining the mothers and childrens play area. In response to a question by Commissioner Fanucchi, he also stated that any surplus building funds could be applied to the purchase of furniture and furnishings for the branch.

Commissioner Vavuris moved, Commissioner Mohr seconded and the Commission unanimously approved the tracings and specifications as submitted by the architect.

At the request of Chairman Moore, The Secretary read a memorandum written by the City Librarian concerning a proposed bond issue for construction and relocation of branch libraries and extensions and renovations of the existing Main Library.

Mr. Clarke stated that the bond issue proposal must be fully prepared by June 30,if it is to appear on the November ballot this year. He reviewed the steps necessary to act within this time limit.

Commissioner Mohr reviewed past Library bond issues and stressed the amount of work and time necessary to successfully promote the passage of a bond issue.

Commissioner Vavuris called attention to the fact that complete support by the administration and outside groups is vital in order that the necessary two-thirds approval of a bond issue can be realized.

On motion of Commissioner Fanucchi, seconded by Commissioner Moore and unanimously approved the members of the Planning and Development and the Finance, Audit and budget Committees were requested to hold a joint meeting on Tuesday, June 11, 1957 at 3:00 p.m. to consider the bond issue proposal.

Mr. Clarke was asked by Chairman Moore to have estimates and sketches prepared by the Department of Public works and the City Planning Commission which would reflect current construction costs and projected branch library locations different in any way from those incorporated in the April 1953 report: "location of Public Libraries in San Francisco."

President Simon requested that the Commissioners hold themselves in readiness foraspecial meeting at the end of June which would consider the bond issue proposal.

LIBRARY OPERATIONS COMMITTEE

Chairman Vavuris indicated that the matter of providing service to the residents of the McCreery Branch Library area which had been referred to his committee had been covered by the special order of business recorded above.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Schwabacher, Commissioner Moore moved, Commissioner Vavuris seconded and the Commission by unanimous action approved the following Library Department expenditures for May and the

estimated expenses for June:

	Expended. May 1957	Est. Expend. June, 1957
Salaries	$80,865.58	82,000,00
Contractual Services	748.90	415.00
Material & Supplies	1,246.11	80.00
Books, etc.	3,759.19	50.00
Equipment	516.18	
Maintenance & Repair Bldgs.	2,000.00	1,464.00
Repair Auto Equipment	150.00	400.00
Reproduction Bureau	2.00	
Scavenger Service	114.08	114.08
Telephone	188.00	188.00
Window Washing	205.50	205.50
Fuel Oil, etc.	100.00	100.00
Compensation Insurance	59.33	80.00
Branch Rentals	1,065.00	1,065.00
Heat, Light & Power	2,258.20	2,000.00
Retirement Allowance	7,300.00	7,300.00
	$ 100,578.07	$ 95,461.58

It was moved by Commissioner Moore, seconded by Commissioner Vavuris and unanimously adopted that the list of books, economic and political subjects in the amount of $571.48 be purchased from the Fuhrman Bequest Fund.

Commissioner Moore moved, Commissioner Vavuris seconded and the Commission approved the following resolution by unanimous action.

RESOLUTION # 42

RESOLVED That the Controller be requested to transfer $1,080 from any funds legally available to the credit of the Rental of Branch Libraries appropriation for the rental of Glen Park Branch for the period from July 1, 1957 to June 30, 1958, at $65.00 per month. This amount was disapproved in The Supplemental Budget by the Board of Supervisors. The remaining $300 is to cover the anticipated increase in rent from $50 to $75 per month of rental of Ocean View Br. c[illegible].

Commissioner Moore, moved, Commissioner Vavuris seconded and the Commission approved the following resolution by unanimous action:

RESOLUTION # 43

RESOLVED That the Controller be requested to transfer $55,000 from the Contractual Services appropriation to the Binding appropriation to set up funds for binding for the fiscal year 1957-58.

Commissioner Moore moved, Commissioner Vavuris seconded and the Commission approved the following resolution by unanimous action:

RESOLUTION # 44

RESOLVED That the Controller be requested to encumber $1,000 from the Book appropriation to cover an amount sufficient to purchase books and material and supplies from the Purchaser's Revolving Fund in amount under $100 as per Procurement Procedure Supplemental # 20

dated February 20, 1953 issued by the Controller.

Commissioner Moore moved, Commissioner Vavuris seconded and the Commission approved the following resolution by unanimous action:

RESOLUTION # 45

RESOLVED That the Controller be requested to allot an additional $10,000 in the Contractual Services appropriation to cover purchase of periodicals, newspapers and other services for the first half of the fiscal year 1957-58.

Commissioner Moore moved, Commissioner Vavuris seconded and the Commission approved the following resolution by unanimous action:

RESOLUTION # 46

RESOLVED That the Controller be requested to allot the amount of $732 which had been appropriated for Membership Dues and which must be transferred from Fixed Charges to be expended.

Commissioner Moore moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the extension of leases commencing July 1, 1957 for the Ingleside and Bay View Branch Libraries.

Mr. Clarke was requested by Commissioner Moore to review the Library Department budget as passed by the Board of Supervisors. The Librarian informed the Commission that no new positions had been allowed and that the only significant increase was in the book appropriation.

WELFARE OF EMPLOYEES COMMITTEE

Chairman O'Brien moved, Commissioner Moore seconded and the Commission unanimously approved the following resolution:

RESOLUTION # 47

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of May, 1957, be approved:

X-52 Library Page.

John Curtin
Carolyn Fanucchi
Joseph O'Sullivan
Henri Raab
Michael Rogers
Noel Stubbs
Steven Wolfe

C-104 Janitor p/t

Charles Bufford

C-52 Elevator Operator p/t

Marshall Rezos

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1291 X-42 Librn Mary Courtney
T-1292 " " Katherine Mooney
T-1294 " " Barbara Cox (FT)
T-1295 " " McGruder Wilkinson
T-1296 B-512 Clk/Typist, Katherine Townsend(until 5-22 then John O'Connell (OA)
T-1297 X-42 Libn. Ellen Lewis (FT until 5-17)
T-1298 B-222 Gen Clk Richard Stango (OA)
T-1299 X-42 Libn. Ellen Young (OA) until 5-28 then Ralph Brady
T-1300 X-42 Librn. Ann Hoke
T-1301 " " Ellenjane Young
T-1303 " " Clement Crews)OA)

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted.

X-52 LIBRARY PAGE

James Curran
Frank Lombardi
Norman Lyau
Helen Peterson
Barbara Reade
Victor Spence Jr.
Michael Williams
William Whoriskey

X-42 LIBRARIAN (Part-time as needed)

Virginia Strehl
Arthur Taylor

PUBLIC RELATIONS COMMITTEE

Chairman Mohr summarized the contents of Miss Anne Farrell's report covering public relations activities for the month of May.

The Golden Gate district meeting of the California Library Association, held at Monterey on Saturday, May 25, 1957, was reviewed by Chairman Mohr. She also touched upon the proposal to have a joint meeting of Trustees and Commissioners from the Bay Area cities and counties.

Chairman Mohr announced that as in previous years, the June meeting of the Friends of the Library would be held during the observance of the Founding of San Francisco.

It was moved by Commissioner Fanucchi, seconded by Commissioner O'Brien and unanimously adopted that Chairman Mohr's report be approved.

On the motion of Commissioner Fanucchi, seconded by Commissioner Moore, and unanimously approved Commission Resolution # 40 was rescinded.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi reported on the Committee meeting held Monday, June 3, 1957. In conformity with a Committee recommendation, Chairman Fanucchi moved and Commissioner Vavuris seconded that a Policy and Procedures Manual be set up and kept by the Secretary, said manual to contain policies and procedures established by Commission action. There being no objection, it was so ordered.

Chairman Fanucchi moved and Commissioner Mohr seconded that in order to clarify committee responsibilities the Planning and Development Committee should retain control of building projects until they are formally dedicated, and that from that time they shall become the concern of the Building, Construction and Maintenance Committee. There being no objection, it was so ordered.

The question of raising the ceiling on part-time salaries was covered by the Chairman. She reported that the Civil Service Commission had reported to the Judiciary Committee of the Board of Supervisors that the maximum should be raised to $125.00 a month. Since this will be of great assistance to Library administration but is short of the 50% of entering X-42 salary suggested by the Commission, Chairman Fanucchi pointed out that the new rate should be approved and so moved. Commissioner O'Brien seconded the motion.

Unanimously adopted.

Chairman Fanucchi reported that the Judiciary Committee of the Board of Supervisors had tabled the Charter Amendment suggested by the 1956 Grand Jury which provided for a reduction in the size of the Library Commission from eleven to five members.

The City Attorney is presently in the process of writing his opinion as to the jurisdiction over building maintenance and repair expenditures, Chairman Fanucchi informed the Commission.

In regard to the books and periodicals sent to the Library by the University of Peiping, Chairman Fanucchi stated that although the report covering this material has been published by the State Senate Un-American Activities Committee that the Library, had not received a copy of it.

Commissioner Mohr remarked that despite Federal or State reports which the Commission might request and receive, the final decision on whether or not the material from the University of Peiping should be included in the book collection would rest with the Commission. She also expressed the opinion that book selection generally should be left to professional librarians.

Chairman Fanucchi moved, Commissioner Vavuris seconded and the Commission unanimously acted to delay a decision on the acceptance of the volumes mentioned above until such time as the final report from the State Un-American Activities Committee or from the United States Justice Department reaches the Commission.

COMMUNICATIONS

From Alice E. Hutchinson, Mr. and Mrs. Herbert Lefevre, Mrs. Maud Holmes, Master Danny Hutchinson, Master Martin Hutchinson, Douglas School P.T.A., Sanchez P.T.A., McKinley P.T.A. re: providing library service in the area previously served by the McCreery Branch Library.

Acknowledge and file.

From Hancock-Cooper, P.T.A. and Mrs. Stephanis Saucci, President, Telegraph Hill Cooperative Nursery, re: protest in connection with the plans of the new North Beach Branch Library as approved by the Mayor, the Library Art, City Planning and Recreation and Park Commission and the Board of Supervisors. File

From Mrs. Carma R. Zimmerman, State Librarian, re: progress report on the removal of the Sutro Branch of the State Library from the Main Library building.

From Bataiff and Celeski, Certified Public Accountants, re: gift of $65.00 to the Library Department to be used to purchase five volumes entitled "Encyclopedia of Accounting Systems"
Acknowledge and file

From Mr. Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of April, 1957 File

From the American Library Association, re: home-study course, "How to be a Good Library Board Member".

Commissioner Vavuris moved, Commissioner Moore seconded and the Commission by unanimous vote agreed to adjourn and not to hold a regular Commission meeting in July but to schedule the next regular meeting on August 6, 1957

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the special meeting of the Library Commission held Wednesday, June 19, 1957 in the Commissioner's Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Wu.

On Roll call the following were noted present: Commissioner Fanucchi, Mohr, Moore, O'Brien, Schwabacher, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners Haynes and McGregor.

On recommendation of the Finance, Audit and Budget Committee and the Planning and Development Committee, Commissioner Fanucchi moved, Commissioner Vavuris seconded and the Commission unanimously approved the following resolution:

RESOLUTION # 48

RESOLVED That a modification of contract in the amount of $925.70 be approved in connection with the construction of the Merced Branch Library.

On recommendation of the Finance, Audit and Budget Committee and the Planning and Development Committee, Commissioner Fanucchi moved, Commissioner O'Brien seconded and the Commissioners unanimously approved the following resolution:

RESOLUTION # 49

RESOLVED That the Controller be requested to transfer the surplus funds remaining in the Ortega Branch Library building account to the land account for the Merced Branch Library in order that sufficient ground may be purchased to provide adequate parking on that library site.

Commissioner Fanucchi moved and Commissioner Moore seconded that the following motion which was duly made, seconded and passed at the regular Commission meeting of June 4, 1957 be rescinded:

"Chairman Fanucchi moved, Commissioner Vavuris seconded and the Commission unanimously acted to delay a decision on the acceptance of the volumes mentioned above until such time as the final report from the State Un-American Activities Committee or from the United States Justice Department reaches the Commission."

Commissioner Mohr moved, Commissioner Wu seconded and the Commission unanimously approved that the collection received from the People's Republic of China and known as "the unsolicited bequest from the University of Peiping" be accepted under the usual policy which applies to special collections, (With the Library as arbiter of its use.)

Commissioner Mohr suggested that a book selection committee be appointed from among Commission members. President Simon asked that this task be undertaken by the Policy and Procedure Committee and

asked Commissioner Mohr to serve on that committee to replace Commissioner McGregor, who is not expected to return to San Francisco until the Fall.

Reporting on behalf of the joint committee made up of the Finance, Audit and Budget and the Planning and Development Committees, Commissioner Moore moved and Commissioner Vavuris seconded that a bond issue for the Library Department be deferred and not included on the ballot at the November 1957 election, and further, that the Librarian be requested to completely review all costs in connection with the bond issue so that it may be included on the ballot in 1958 and that in the interval the matter be listed on the Commissioners monthly agenda. There being no objection, it was so ordered.

Commissioner Moore moved that the Commission concur in the recommendation of the Planning and Development Committee approving the design of a larger placque to be furnished for the Merced Branch Library with no increased cost to be borne by the Library Department. Commissioner O'Brien seconded and the Commission by unanimous action, approved the motion as made.

It was announced by Commissioner Moore that the public hearing on the condemnation of the McCreery Branch Library building is to be at 10:30 a.m. Friday, June 21, 1957 in Room 282 of the City Hall.

Commissioner Moore moved and Commissioner O'Brien seconded that a letter of thanks be directed to the firm of Foster and Kleiser for providing a sign at the site of the Merced Branch Library. There being no objection, the Secretary was instructed to transmit a suitable communication.

The Librarian announced that State Assembly Bill 2787 had been finally approved. The Bill provides for a State Library Commission of nine members and it has been allowed $25,000 with which to begin its investigation of public library service.

Commissioner Mohr announced that an exhibit sponsored by the Department of City Planning will be on display in the Exhibit Room, Main Library, during the month of July. The exhibit includes sketches, maps, photographs and models of the produce district, (Area "E") redevelopment project.

Mr. Clarke reported that progress is being made in having the Sutro Branch of the State Library removed from the Main Library building. The observation was based on a conversation with Mrs. Carma Zimmerman, State Librarian.

Commissioner Fenucchi moved adjournment. The motion was seconded by Commissioner Schwabacher and unanimously approved.

Frank A. Clarvoe, Jr.
Secretary

August 20, 1957

Proceedings of the regular meeting of the Library Commission held Tuesday, August 13, 1957 in the Commissioner's Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Mohr.

On roll call the following were noted present: Commissioners Fanucchi, Mohr, Moore, Schwabacher, Simon, Vavuris and Wu. Absent: Commissioners Haynes, McGregor, O'Brien and Vayssie.

Commissioner Mohr moved and Commissioner Moore seconded that the minutes of the June meeting be approved and placed on file. There being no objection, it was so ordered.

The City Librarian reported that he felt that it was most important to purchase approximately forty additional feet of land to provide automobile parking for the convenience of library patrons at the Merced Branch Library. He stated that he would request Mr. George Grubb, Administrative Assistant to the Mayor, to accompany him to the site in order that the need for this facility could be confirmed.

PLANNING AND DEVELOPMENT COMMITTEE

The construction of the Merced Branch Library will be completed by October 15, 1957 according to the contractor, Chairman Moore reported. He called the Commissioner's attention to the final furniture plan and moved that it be approved. Commissioner Mohr seconded and the Commission unanimously adopted the motion.

Chairman Moore informed the Commission that the Director of Public Works had not yet released the amount of $15,000 from the construction fund which amount is earmarked for the purchase of furniture and furnishings for the Merced Branch. Mr. Clarke said that he would see Mr. Duckel in regard to this matter as soon as the latter returned from his vacation in order that the ordering of the furniture and furnishings can proceed on schedule.

Chairman Moore moved, Commissioner Vavuris seconded and the Commission voted unanimously to confirm Commission resolutions #50 and #51, which allowed modifications of contract in the amounts of $3,509.68 and $30.19 respectively for the Merced Branch Library, but with the understanding that the amounts involved be protested.

Continuing his report, Chairman Moore stated that the project architect has submitted the final preliminary drawings for the North Beach Branch Library, but requested that a progress report on this matter be furnished by the Librarian at the September meeting of the Commission in order to determine if completion of the

Branch by July 1958 is still expected.

Commissioner Fanucchi inquired if a communication had been received relative to naming the new North Beach Branch in honor of the late Angelo A. Fusco. The Secretary reported that no letter had been received. Commissioner Mohr stated that perhaps the proponents of honoring Mr. Fusco might wish to install a memorial bench or other suitable monument. President Simon requested that consideration of the matter be deferred until a communication is received from the interested parties.

Since $7,500 was allowed in the 1957-58 budget to match a similar amount previously appropriated for the purchase of a site for a permanent branch library in the Excelsior District, Chairman Moore requested that the members of the Committee inspect suitable locations in the area of Persia and Mission Streets for this proposed extension. The Librarian requested that the Committee also inspect the lot on Monterey Blvd. now owned by the Library so that the Director of Property may be informed as to possible sale.

LIBRARY OPERATIONS COMMITTEE

Chairman Vavuris reported on a joint meeting attended by President Simon and chairmen of the Operations, Finance, Audit and Budget, and Building, Construction and Maintenance Committees which discussed making certain areas in the Main Library available for use by the Sutro Branch of the California State Library. Commissioner Mohr inquired whether any such arrangement would mean charging rent for space occupied and if the film programs would be discontinued.

It was pointed out by Chairman Vavuris that if the State can properly use the areas discussed and is willing to make the necessary alterations to assure no curtailment of the motion picture or other programs that it would serve to solve a long-standing problem. Commissioner Moore moved, Commissioner Schwabacher seconded and the Commission unanimously approved that State officials be advised of the Commission's desire to cooperate with the State Library providing that the above considerations can be carried out.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Commissioner Vavuris, seconded by Commissioner Moore and unanimously adopted that the list of books on economic and political subjects in the amounts of $354.95 for June and $2,149.24 for July as submitted by the Librarian be approved.

On motion of Commissioner Mohr, seconded by Commissioner Moore and unanimously adopted, the following resolution was approved.

RESOLUTION #52

RESOLVED That the Library Commission waive the present rule on time limitation for refunds for the expired Library Card #3885 and direct the Controller to issue a warrant in the amount of $5.00 to Hans Putner, 492 Bartlett Street, San Francisco, California.

Commissioner Mohr moved, Commissioner Vavuris seconded and the Commission by unanimous action approved the following Library Department expenditures for July and the estimated expenses for August:

	Expend. July 1957	Est. Expenses August 1957
Salaries & Wages	$79,430.92	$80,000.00
Contractual Services	4,411.05	3,500.00
Binding	13,475.00	
Materials & Supplies	3,624.18	1,500.00
Books, etc.	32,217.36	20,000.00
Equipment	6,377.00	8,000.00
Membership Dues	25.50	350.00
Maint. & Repair of Buildings	3,548.00	3,000.00
Repair of Auto Equipment	100.00	100.00
Reproduction Bureau	8.00	10.00
Scavenger Service	125.48	125.48
Telephone	188.00	188.00
Window Washing	815.50	205.50
Fuel Oil & Lubricants	457.55	
Dry Goods	20.70	
Compensation Insurance	60.00	60.00
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	2,166.00	2,166.00
Retirement Allowance	8,327.00	8,500.00
	$156,522.24	$128,879.98

Commissioner Mohr requested that the Librarian again contact the Controller in regard to revenue received by the Library Department for lost books, fines and the rental of 45 Hyde Street to ascertain if such revenues can be returned directly to the Library for its operations.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Wu reported that an estimate of $5,500 had been made by the Department of Public Works for the demolition of the McCreery Branch Library building, and that a supplemental budget request will be needed by that department to perform the work. The Chairman further stated that all fixtures of value had been or would be removed from the building and remarked that a suggestion had been made to grade the property and use it as a city-owned parking lot until such time as the branch could be rebuilt.

In order to provide library service to the citizens previously served by the McCreery Branch Library, the Librarian was asked to prepare estimates of the cost of utilizing rented quarters and to have such information by the September meeting of the Commission.

The attention of the Commission was called to the list of Maintenance and Repair Projects and Capital Improvement Projects to be submitted for the 1958-59 budget. In order to obtain information in connection with the estimated costs for these projects,

Commissioner Fanucchi moved and Commissioner Wu seconded that the Director of the Department of Public Works be invited to attend a future Commission meeting, and that a copy of the letter to Mr. Duckel be sent to the Chief Administrative Officer. There being no objection, it was so ordered.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Vavuris moved, Commissioner Schwabacher seconded and the Commission unanimously approved the following resolution:

RESOLUTION #53

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of June 1957 be approved:

X52 LIBRARY PAGE

Michael Brughelli	Steven Lachman	Henry Reilly
James Cofer	Loren Leavitt	Roger Wooley
Edward Fitzpatrick	Carol Musante	John Webb
Michael Keating	Judy Reali	

B222 Gen. Clerk p/t
Charles Bufford

G104 Janitor p/t
John Curtin

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1296	B512	Gen C/Typ	Alice Pinkham	T-1310	X42	Librn	Barbara Cox(OA)
T-1302	X42	Librn	Dorothy Brookman	T-1310	"	"	Vernon Smith(OA)
T-1303	"	"	Jerome Kunzman	T-1310	"	"	Clement Crews(OA)
T-1303	"	"	John McGowan	T-1311	"	"	William Mallen(OA)
T-1305	"	"	Austin Keogan	T-1311	"	"	Eunice Lee(OA)
T-1306	"	"	Frances Thompson	T-1312	C152	Watchman	Thomas Ricks(O.
T-1307	"	"	Helen Cushman	T-1313	X42	Librn	Dolores Tompkins(O.
T-1308	"	"	Diane Glover	T-1314	"	"	Barbara Cox (OA)(FT)
T-1309	"	"	Mary Dolen (OA)	T-1315	"	"	Thomas Lane(OA)(FT)
T-1309	"	"	Richard Stange(OA)	T-1316	"	"	Alvina Quan
T-1310	"	"	Christy McKenzie(OA)	T-1317	"	"	Helen Dunham

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted.

X52 LIBRARY PAGE

Ellen Arata	James Fitzpatrick	Gerald O'Connell
Terry Carr	Sidney Franklin	Peter McElligott
John Casey	Roger Gaetjen	John McGowan(x42)
John Casserly	David Horsley	William Moore
John Curtin	James Johnson	Timothy O'Leary
James Dillon	Patrick Killpack	Gary Preston
Ronald Fahey	Helen Lindsay	Henri Raab
		James Shoehy

B222 GEN. CLERK p/t

Sippel, William (off 5/20/57)

C104 JANITOR p/t

Bufford, Charles

X42 LIBRARIAN (part-time as needed)

Nina Brumback (Appt.Perm. X42)
Gail Griffin
Richard Stange (OA)
Robert Mooney
Suzie Schapiro
Myrtle Worth

RESOLVED That the following con-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of July 1957 be approved:

X52 LIBRARY PAGE

David Adams
Gregg Bender
John Casserly
Norman Choler
James Egan
Don Firenze
Justin Firenze
Suzanna Fitzgerald
Bernard Brady
Michael Fox
Jerome Howard, Jr.
James Keenan
Dexter Louis
Philip Maloney
Joan Miguel
Virginia Neito
Names Panagotacos
Glenn Pennebaker
Benn Sah
Alexander Schwarz
Susan Sheridan
Donald Sobane
Peter Slattery
Paul Trimble
Charles Wallgren

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1318 B222 Gen Clk Tom Ricks(OA)
T-1319 X42 Librn Sheila Hogan
T-1320 " " Vernon Smith
T-1321 " " Joan Greely (OA)
T-1322 " " Theodore Gould(OA)
T-1322 " " Corine Corbelli(OA)
T-1314 " " Ramon Curiel (FT)
T-1323 X42 Librn Harold A. Brown
T-1324 " " Frank Evans
T-1325 " " Monabarrie Sheehan
T-1326 " " Barbara Spagnoli
T-1327 X20 Head Librn, Versa Cullen (OA)
T-1336 X42 Librn Philip Gosland(OA)
T-1337 X42 Librn Mary Ashe (OA)

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted.

X52 LIBRARY PAGE

William Allen
Romeo Del Rosario
Michael Dittos
James Keenan
Robert Michalske
Michael O'Dwyer
John Russi
Roland Sellman
Charles Wallgren
Edward Wong

X42 LIBRARIAN (part-time as needed)

Joan Campbell
Ann Hoke
Robert Quigley
Joan Varian

Commissioner Mohr asked that in the light of the reply from Mr. William L. Henderson, Personnel Director and Secretary of the Civil Service Commission, that further study of the residence requirements for employment will be undertaken, that a joint committee composed of the members of the Welfare of Employees and Policy and Procedures Committee be instructed to pursue this matter as it affects the Library Department. President Simon suggested deferring action until the September meeting so that the Chairman of the Welfare of Employees Committee could be present.

Commissioner Mohr introduced the following resolution:

RESOLUTION #54

WHEREAS The Library Commission takes this opportunity to commend Miss Margaret W. Windele, Chief Librarian in Charge of Branches, whose retirement will occur on September 1, 1957, after forty-four years of faithful and devoted service, and

WHEREAS Miss Windele had attained the highest classification of all employees in the Library System, taking an active participation in the extension of branch library service to the citizenry of San Francisco and the inauguration of the Bookmobile service, and

WHEREAS Such a long and creditable record of public service calls for public recognition and grateful appreciation; now, therefore, be it

RESOLVED That the members of the Library Commission of the City and County of San Francisco take this opportunity on the occasion of her well-merited retirement to express to Margaret Windele sincere commendation and heartiest congratulations on the culmination of her honorable record of devoted public service; and be it

FURTHER RESOLVED That the Secretary of this Commission is hereby directed to have prepared a suitably engrossed copy of this resolution as a token of the high esteem and regard in which she is held by the members of the Library Commission, with the Commission's expressed wish that she may enjoy many years of happiness and success in her well-earned retirement.

The Commission unanimously adopted the above resolution and requested that it be prepared in appropriate form for transmittal to Miss Windele.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr summarized the report submitted by Miss Anne Farrell, Public Relations Librarian, covering Library activities in this field since the June meeting of the Commission. She also mentioned that the choice of representatives to the California Library Association conference and the mid-winter meeting of the

American Library Association should be made within the next month.

Commissioner Mohr said that she would communicate with Mayor Christopher relative to including Library representatives on the Citizen's Committee for the coming UNESCO conference.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi reported that the Judiciary Committee of the Board of Supervisors had voted to recommend a Charter amendment which would raise the salary maximum for non-civil service employees from $80 to $125 per month. Final action by the Board is expected prior to September 3, 1957, the deadline for final passage, Chairman Fanucchi stated.

The Secretary was reminded that the Commission had requested to keep the matter of a proposed Library Bond Issue on the agenda of future Commission meetings.

It was suggested by Commissioner Schwabacher that a study be made of book circulation figures and a report prepared for the September Commission meeting.

The Librarian was asked to estimate the cost to the Library Department involved in having the City Planning Department sponsored exhibit of the Area "E" Redevelopment Plan and the Ferry Building Park Project.

COMMUNICATIONS

From Mr. Sherman Duckel, Director of the Department of Public Works, re: estimated cost of the demolition of McCreery Branch Library building set at $5,500. File.

From Mrs. J. O. Tostevin, California Library Association Trustee President, re: gratitude for the work of Trustees and Commissioners in connection with State legislative program and particularly A.B. 2707. File.

From William F. Lipman, San Francisco Redevelopment Agency, re: gratitude for assistance rendered to his staff by Library Department personnel during the preparation of Redevelopment exhibits in the Main Library. File.

From San Francisco Second District, California Congress of Parents and Teachers, re: recommendations for Library service in the area previously served by the McCreery Branch Library and asking no curtailment of service in San Francisco. Acknowledge and file.

From Eureka Valley Merchants Association, re: suggestion that when it is replaced, that the McCreery Branch Library be placed in the vicinity of Eureka Valley recreation area. Acknowledge and file.

From Leonard S. Mosias, re: requesting consideration as architect for future Library branches. Acknowledge and file.

From Philip L. Rezos, Director of Property, re: rental collections for Library-owned premises at 45 Hyde Street for the months of May and June 1957. File.

From Mrs. J. Max Moore, re: expressing thanks to Commissioners for the floral wreath sent upon the occasion of her mother's recent death.

On motion duly made, seconded and unanimously passed, the meeting was adjourned to Thursday, September 5, 1957, which date was selected because of holidays falling on September 2 and 9, 1957.

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Thursday, September 12, 1957, in the Commissioner's Room, Main Library.

The meeting was called to order at 4:10 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Moore.

On roll call the following were noted present: Commissioners Fanucchi, Mohr, Moore, O'Brien, Schwabacher, Simon and Vavuris. Absent: Commissioners Haynes, McGregor, Vayssie and Wu.

Commissioner Moore moved and Commissioner Vavuris seconded that the minutes of the August meeting be approved and placed on file. There being no objection, it was so ordered.

At its August meeting the Commission voted unanimously to extend an invitation to Mr. Sherman P. Duckel, Director, Department of Public Works, to appear at the Commission's September meeting. The invitation was prompted by the Commission's concern about the seemingly high cost of work performed by the Department of Public Works, and about the apparent difference in priorities assigned to Maintenance and Repair and Capital Improvement Projects by the Public Works and Library Departments.

Mr. R. Brooks Larter, Assistant Director, Department of Public Works, and Mr. James J. McCloskey and Mr. Walter C. Zecker appeared to answer the Commission's questions concerning the above matters. They called to the Commission's attention a breakdown of overhead costs which the Department of Public Works is required to charge, the total of which is 48.12% of the direct labor cost. They agreed, however, to work more closely with the Library Department in the future on establishing priorities for work to be accomplished and to submit statements as projects are completed.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore introduced Mr. Robert Appleton, architect, and Mr. Oleg Miram, structural engineer, of the firm of Appleton and Wolfard. Mr. Appleton reviewed for the Commission certain difficulties encountered in the engineering studies of the site for the new North Beach Branch Library. He assured the Commission that in spite of these difficulties that the final working drawings would be ready in about three to four weeks.

The Merced Branch Library will be completed by October 30, 1957, Chairman Moore reported. Tentative approval has been given to the Library Department's request for forty additional feet of frontage to provide parking facilities at the site. The cost of grading and paving is estimated at between $1,330.00 and $2,570.00, the Commission learned.

LIBRARY OPERATIONS COMMITTEE

Chairman Vavuris reported that the question of proper housing for the Sutro Branch of the California State Library was still pending.

Commissioner Moore moved that the San Francisco Public Library offer to the California State Library certain areas in the Main Library building for the housing of the Sutro Branch; that these areas totaling approximately 7,000 square feet including one-half of the second stack floor, be offered under certain legal conditions regarding time and tenure on the advice of the City Attorney; that existing shelving in the present Sutro Branch basement stack area and the second floor public reading area be left in place, and that these areas shall revert to the San Francisco Public Library for its use; that the cost of moving the Sutro collection, the cost of alterations to the quarters offered and the cost of moving operating departments of the San Francisco Public Library affected by such offer all be the responsibility of the California State Library; and finally, that the State Library indicate its decision to accept or reject said offer by November 1, 1957, such decision to be contained in a letter of intent addressed to the San Francisco Library Commission. The above resolution was seconded by Commissioner Schwabacher and unanimously adopted by the Commission.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

In the absence of Chairman Wu, Commissioner Fanucchi reported that a supplemental budget request in the amount of $5,500.00 had been submitted by the Department of Public Works for the demolition of the damaged McCreery Branch Library building. Approval of the request will be delayed until such time as a budget surplus makes approval possible.

The Librarian informed the Commission that he had inspected two vacant stores on Castro Street to determine if either would be appropriate for temporary quarters to serve residents of the McCreery Branch area. The costs of installing shelving and other work are to be reported at the October meeting of the Commission.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Vavuris moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the following Library Department expenditures for August and the estimated expenses for September:

	Expend. Aug. 1957	Est. Expenses Sept. 1957
Salaries & Wages	$ 91,319.09	$ 90,000.00
Materials & Supplies	1,474.64	1,500.00
Contractual Services	295.28	1,000.00
Books	33,746.92	30,000.00
Equipment	12,688.00	300.00

	Expend. Aug. 1957	Est. Expenses Sept. 1957
Membership Dues		$ 100.00
Maint. of Buildings	$ 3,548.00	3,548.00
Repair of Automotive Equip.	81.93	100.00
Services of Other Departments	1,127.00	1,127.00
Reproduction Service	15.00	25.00
Scavenger Service	125.48	125.48
Telephone	188.00	188.00
Window Washing	205.50	205.50
Gasoline, Oil and Fuel	100.00	100.00
Compensation Insurance	209.03	75.00
Branch Rentals	1,265.00	1,265.00
Heat, Light and Power	1,991.05	2,000.00
Retirement Allowance	8,377.00	8,400.00
	$156,706.92	$140,058.98

It was moved by Commissioner Fanucchi, seconded by Commissioner O'Brien and unanimously adopted that the list of books on economic and political subjects in the amount of $545.94, as submitted by the Librarian, be approved.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi reported that the proposed Charter amendment which would authorize an increase from $80.00 to $125.00 per month maximum salary for non-civil service employees had been approved by the Board of Supervisors for submission to the electorate at the November election. She further stated that the expense of preparing the ballot argument would be met from City and County funds, according to the Registrar of Voters, and that the measure will be designated as proposition "G".

PUBLIC RELATIONS COMMITTEE

The action of the Board of Supervisors in proposing amendments to Section 7 of the Charter was summarized by Chairman Mohr. She stated that with the approval of the Board residence requirements could be waived for individual fire, police and executive classifications if the amendment is approved. Chairman Mohr indicated that the Board's action marked a step in the proper direction, but expressed the hope that the Commission and other groups would continue to work for more liberalized residence requirements which would aid the Library Department in future recruitment.

Chairman Mohr next summarized the monthly activities report of Miss Anne Farrell, Public Relations Librarian, including mention of the work being prepared for the UNESCO and Civil Defense meetings.

The success of the Trustees, and most particularly Mr. Percy Heckendorf, in assuring the success of the Library legislative program during the recent session of the Legislature was mentioned by

Chairman Mohr. In recognition of his valuable aid, Commissioner Fanucchi moved, Commissioner O'Brien seconded and the Commission by unanimous action voted to submit Mr. Heckendorf's name for consideration as the recipient of the Trustee Citation to be awarded during the California Library Association conference at Fresno in October.

Commissioner O'Brien suggested that a letter of commendation be sent in the Commission's name to the Young Friends of the Potrero Library thanking them for their continued interest in the Library and particularly for their purchase of bamboo draw draperies for the windows in the meeting room at the Potrero Branch. President Simon requested the Secretary to forward a communication containing the Commission's gratitude.

Chairman Mohr moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to congratulate Commissioner Fanucchi most warmly for her efforts on behalf of Italian-American relations; efforts which resulted in the award to Commissioner Fanucchi of the Star of Solidarity.

WELFARE OF EMPLOYEES COMMITTEE

Chairman O'Brien moved, Commissioner Fanucchi seconded and the Commission unanimously approved the following resolution:

RESOLUTION #57

RESOLVED THAT the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September, 1957 be approved:

X52 LIBRARY PAGE

Michael Chapman	Stephen Neeley
James Dillon	Timothy Rhein
Allen Greenberg	James White
Madeline Harrington	Roger Wood

B210 OFFICE ASSISTANT p/t

Lauretta Fox (Temp.)

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1310	X42	Librn.	Billy Kim(OA)	T-1342	X42	Librn.	Raymond Conlan II
			Paul Matzger(OA)	T-1343	"	"	Johanna Canale
T-1310	X42	Librn.	Patricia White	T-1344	"	"	Marie Herold
T-1322	"	"	Betty Bone(OA)				Charlotte Richardson
T-1328	"	"	Mildred Hedberg				
			Regina Minudri	T-1345	"	"	Marilyn Owen
			Marie Costello				Patricia Lee
T-1329	"	"	Bernard Uronovitz				Dolores Tompkins
			Donald Cunningham	T-1346	"	"	Robert Lynch

T-1330	X42	Librn.	Francis Downie	T-1347	X42	Librn.	Clara Martino
			Eugene Soules	T-1348	"	"	Moriaki Noguchi
			John McGuire	T-1349	"	"	Elizabeth Wright
T-1331	X-42	Librn.	Carl Eklund	T-1350	"	"	Raymond Levesque
T-1332	X42	Librn.	Dawn Panasenko	T-1351	Gen Clk/Typ		Kay Townsend(OA)
			Mary Sandelin	T-1352	X42	Librn.	Donald Joy(OA)
T-1333	X42	Librn.	Donald Hongisto	T-1353	"	"	Bess Harrison
			William Olmo, Jr.	T-1354	Gen Clk/Steno		Thomas Ricks (OA)
T-1334	"	"	Beverlie Martin				
			Jane Lehner	T-1355	Sr Clerk		Mabel Malberg (OA)
T-1335	"	"	Milton Nitsch	T-1356	X42	Librn.	George Galban
T-1336	"	"	Donald Sebanc(OA)				Lenard Louie
T-1338	"	"	Martha Baus	T-1357	"	"	James McCarthy
			Nancy Moore	T-1358	"	"	Julia Chase(OA)
T-1339	"	"	Eugenia Green				Christy McKenzie
T-1340	"	"	William Beirne	T-1367	"	"	Jack Marchi (OA)
T-1341	"	"	June Halson				Patricia Hogue(OA)
			Patricia Meehan				

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X52 LIBRARY PAGE

John Casserly	Joan Miguel
Marilyn Duggan	Allan Mootz
Michael Fox	Gerald Trainor
Michael Kelly	Roger Wooley

X42 LIBRARIAN (part-time as needed)

Harold Brown	Katherine Mooney
Dorothy Brookman	Stephen Negoesco
Mary Ann Dolen (OA)	Ronald Pimentel
Barbara Ehrmann (OA)	Alvina Quan (Appt. Perm.)
Theodore Gould (OA)	Milton Nitsch

Chairman O'Brien moved, Commissioner Vavuris seconded and the Commission unanimously voted to approve naming Commissioner Mohr and one staff member as official delegates to the California Library Association conference to be held in Fresno, October 16-18, 1957.

COMMUNICATIONS

From Mr. Karl D. Ernst, Director of Music, San Francisco Unified School District, re: suggestion for the inclusion of phonograph records in the circulating material of the Library. Refer to Books and Art Committee.

From Mr. John R. McGrath, Clerk of the Board of Supervisors, re: request of Supervisor Ertola for a progress report on the new North Beach Branch Library. Acknowledge and file.

From Commissioner Rose M. Fanucchi, re: her gratitude to members of

the Commission for the floral piece sent to her during her recent confinement in the hospital. File.

From The Regents of the University of California, re: appreciation for a donation in the amount of $10.00 given by the San Francisco Public Library to the Bancroft Library. File.

From Philip L. Rezos, Director of Property, re: rental collections for Library-owned premises at 45 Hyde Street for the months of July and August 1957. File.

On motion duly made, seconded and unanimously passed, the meeting was declared adjourned to Tuesday, October 1, 1957.

Respectfully submitted,

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, October 1, 1957, in the Commissioner's Room, Main Library.

The meeting was called to order at 4:05 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Fanucchi.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, Mohr, Moore, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners McGregor, O'Brien and Schwabacher.

Commissioner Fanucchi moved and Commissioner Mohr seconded that the minutes of the September meeting be approved and placed on file. There being no objection, it was so ordered.

LIBRARY OPERATIONS COMMITTEE

President Simon introduced Mrs. Carma R. Zimmerman, State Librarian. Mrs. Zimmerman thanked the Commission for its offer of space to more adequately house the Sutro Branch of the State Library. She introduced her assistant, Mrs. Phyllis I. Dalton, who displayed drawings to indicate how the area offered would be utilized.

The Secretary was asked to read a memorandum containing these exact measurements of the spaces involved: one-half of the second stack floor, 2,412 square feet; present Movie Room on the first floor, 4,652½ square feet: Bindery Room, including stairway, 1,934 square feet; total 8,998½ square feet.

Mrs. Zimmerman stated that even with the use of Stor-Mor units which virtually double book storage, that one-half of the second stack floor would not be sufficient, and asked for three additional rows of stacks. Mr. Clarke informed the Commission that granting this request would hamper the normal growth of the San Francisco Public Library's collection. Commissioner Moore asked if it would solve this problem to have Stor-Mor units the length of the stack floor, the additional units to be used by the Public Library. Mr. Clarke indicated that this would be satisfactory.

Commissioner Moore moved, Commissioner Vavuris seconded and the Commission voted unanimously to amend its resolution of September 12, 1957 in regard to the offer made to the State Library for the housing of the Sutro Branch to read as follows:

WHEREAS, The San Francisco Library Commission desires to make the valuable material contained in the Sutro Branch of the California State Library readily available to the citizens of San Francisco and of the State of California; and

WHEREAS, To implement this desire the San Francisco Library Commission is anxious to work with the California State Library in

an atmosphere of cooperation; and

WHEREAS, The State Librarian, Mrs. Carma R. Zimmerman, appeared before the meeting of the San Francisco Library Commission held this date and does realize that the resolution of September 12, 1957 having to do with this matter is amended as hereinafter set forth; now

THEREFORE BE IT RESOLVED, That the San Francisco Library Commission does hereby offer to the California State Library those certain areas in the Main Library building previously discussed and containing approximately 9,000 square feet, such amount to be increased by three stack rows only if equal shelving facilities are provided at State expense to house the materials of the San Francisco Public Library displaced by the granting of the request for the additional rows to the State Library; that existing shelving in the present Sutro Branch basement stack area and the second floor public reading area be left in place, and that these areas shall revert to the San Francisco Public Library for its use; that the cost of moving the Sutro collection, the cost of alterations to the quarters offered, the cost of moving operating departments of the San Francisco Public Library affected by such offer all be the responsibility of the California State Library; that the State Library continue to defray the cost of personnel to staff the Sutro Branch as well as to provide for the cost of utilities, maintenance and like services; that the San Francisco Library Commission as lessor shall not be held liable by the California State Library as lessee or by any other party for any accident or damage occurring upon or within the areas offered and that such waiver of liability shall be contained in the lease yet to be negotiated in the form of a "hold harmless" clause; that any such lease, unless otherwise agreed to by lessor and lessee or by their respective legal advisers, shall be for a period of ten years at a rental of $1.00 per year; and that the lease to be negotiated on behalf of the San Francisco Library Commission shall be the responsibility of the Director of Property and the City Attorney who shall incorporate in such lease the usual provisions in addition to those mentioned above for the protection of the City and County of San Francisco and of the Library Commission.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Vavuris moved, Commissioner Vayssie seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #58

RESOLVED THAT the modification of contract in the amount of $58.39, as submitted by the Bureau of Architecture, be approved to provide lighted exit signs at the Merced Branch Library.

Chairman Moore reported that the Department of Public Works had suggested the need for additional handrails at the Main Library and that the funds necessary to accomplish this work be withheld from the $7,800.00 surplus remaining in the Ortega Branch construction fund

which the Commission desires to use for the purchase of additional land at the Merced Branch Library site.

Commissioner Vayssie moved, Commissioner Wu seconded and the Commission voted unanimously to give the Planning and Development Committee power to act in regard to the above matter when it is under consideration by the Finance Committee of the Board of Supervisors.

Chairman Moore stated that the Merced Branch Library was nearing completion and that he felt it would be a handsome addition to the Library system. Commissioner Vavuris remarked that he had received very favorable reaction to the project from residents of the area.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Vavuris moved, Commissioner Mohr seconded and the Commission by unanimous action approved the following Library Department expenditures for September and the estimated expenses for October:

	Expend. Sept. 1957	Est. expenses Oct. 1957
Salaries and Wages	$89,150.91	$90,000.00
Contractual Services	525.47	10,000.00
Binding		13,475.00
Materials and Supplies	1,704.52	1,500.00
Books	13,226.56	12,000.00
Equipment		300.00
Membership Dues	5.50	50.00
Maintenance of Public Buildings	3,548.00	3,548.00
Maintenance of Auto Equipment	65.00	100.00
Services of Other Departments	2,254.00	2,254.00
Scavenger Service	125.48	125.48
Telephone and Telegraph	188.00	200.00
Gasoline, Oil and Fuel	102.10	100.00
Compensation Insurance	194.22	100.00
Branch Rentals	1,265.00	1,265.00
Heat, Light and Power	2,045.51	2,000.00
Retirement Allowance	8,327.00	8,327.00
	$122,932.77	$145,549.98

It was moved by Commissioner Fanucchi, seconded by Commissioner Vavuris and unanimously adopted that the list of books on economic and political subjects in the amount of $237.12, as submitted by the Librarian, be approved.

Commissioner Fanucchi moved, Commissioner Mohr seconded and the Commission unanimously approved that a supplemental budget request in the amount of $35,000.00 be initiated for the purpose of purchasing books for the new North Beach Branch Library.

Commissioner Moore inquired about the use of funds for Library conferences where the funds would be used for meetings to be held at

locations other than those mentioned in the budget.

Commissioner Vavuris moved, Commissioner Fanucchi seconded and the Commission unanimously approved that where funds are available in the budget for proposed meetings of the California Library Association and the American Library Association, but where the locations as listed in the budget are incorrect or have been changed, that the Controller be requested to release such funds for the purpose of making possible attendance at these approved conferences.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Wu reported on the proposed lease for premises at 495 Castro Street which would be renovated for the purpose of providing library service for the residents of the area previously served by the McCreery Branch Library.

It was moved by Commissioner Mohr, duly seconded and passed by a vote of 7 to 1 that a supplemental budget request be submitted immediately to secure funds to lease and operate a temporary branch library at 495 Castro Street, the proposed rental to be $300 per month.

Chairman Wu remarked that he had not seen the proposed location, and after further discussion it was moved by Commissioner Fanucchi and seconded by Commissioner Mohr that the above location be investigated further with the view to requesting a supplemental budget appropriation to perform the necessary work and to pay the suggested rental if such action is indicated following additional committee study. The above motion was approved by a vote of 7 to 1. President Simon, expressing the minority opinion concerning the two motions stated above, stated that he felt that renting temporary quarters for the purpose outlined was unnecessary and opposed to good business practice, and that by renting such temporary quarters the possibility of securing funds to build a new McCreery Branch Library would be delayed indefinitely.

Commissioner Vavuris moved and Commissioner Fanucchi seconded that the committees of the Commission most concerned with this problem work assiduously to formulate plans for the early replacement of the McCreery Branch Library. Unanimously adopted.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi pointed out that it would be necessary to actively promote Proposition "G" at various public gatherings in order to assure its passage at the November election. To implement this suggestion, Commissioner Moore moved, Commissioner Vavuris seconded and the Commission by unanimous action approved the appointment of Commissioner Fanucchi to head a committee to work in cooperation with other Commissions of the City and County of San Francisco for the purpose of promoting Proposition "G".

PUBLIC RELATIONS COMMITTEE

Chairman Mohr summarized the monthly activities report of Miss Anne Farrell, Public Relations Librarian, including references to Library visitors and the UNESCO program and the exhibit to be installed at the Main Library.

Chairman Mohr suggested that ballot propositons affecting Library personnel might be discussed at the October 7 meeting of the Friends of the Library.

In the absence of Chairman O'Brien, Commissioner Vayssie moved, Commissioner Moore seconded and the Commission unanimously approved the following resolution:

RESOLUTION #59

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of September 1957, be approved:

X52 LIBRARY PAGE

Joseph Allen	Robert McDonald	John Ricketts
Patricia Allen	Terrance McLaughlin	Roland Selman
Leonard Duggan	Peter McElligott	Roger Wooley
Richard Johnson	Roy Repak	William Wong
Jerome Lucey		

C152 ELEVATOR OPER. (p/t)

Louis Barba

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1352	X42	Librn.	Thomas Genelli	T-1373	X42	Librn.	Mary Ashe(FT-OA)
T-1358	"	"	Suzie Schapiro	T-1374	"	"	James McCarthy(FT-OA)
			Jean Campbell	T-1375	"	"	Stephen Negoesco(OA)
T-1359	"	"	Ralph Brady	T-1376	"	"	Donald Joy(OA)
T-1360	"	"	Janice Cosgrave				Christy McKenzie(OA)
T-1361	"	"	Martha Fowler				Adele Lampron(OA)
T-1362	"	"	Ann Richard	T-1377	"	"	Charles Shreve(OA)
T-1363	"	"	Ramon Curiel	T-1378	"	"	Geneva Stromme
			Robert Michalske	T-1379	"	"	Mary K. Moore(OA)
T-1364	"	"	Thomas Lane	T-1380	"	"	Malcolm Brown
T-1365	"	"	Richard Winther	T-1381	B210	Off/Asst.	Mary K. Moore (OA)
T-1366	"	"	Lloyd Spitalny (OA)	T-1382	X42	Librn.	Billy Kim(OA)
			Gail Griffin				Julia Chase(OA)
T-1369	"	"	Alice Fontenot				Eugene Zahnow(OA)
T-1370	"	"	Ellen Lewis	T-1386	"	"	Marie Shannon(OA)
T-1372	"	"	Maureen O'Neill				

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted.

X52 LIBRARY PAGE

Louis Barba	Madeline Harrington	James O'Sullivan
Robert Dotson	Stephen Lachman	John Renault (8-2-57)
Gerald Dwyer	Philip Maloney	Albert Welchert
Gordon Freeman		

X42 LIBRARIAN (part-time as needed)

Peggy Chew	Paul Matzger	Beverly Martin

Mary Koenemann Helen Melendez Joan Varian

C52 ELEVATOR OPER. (p/t)

Marshall Rezos

COMMUNICATIONS

From May B. Hipshman, Executive Secretary, Northern California Chapter, American Institute of Architects, re: an expression of thanks to the Secretary of the Commission for his suggestion regarding use of the Exhibit Room, Main Library. File.

On motion duly made, seconded and unanimously passed, the meeting was declared adjourned to Tuesday, November 5, 1957.

Respectfully submitted,

Francis A. Harvoe, Jr.
Secretary

November 6, 1957

Proceedings of the regular meeting of the Library Commission held Tuesday, November 5, 1957, in the Commissioner's Room, Main Library.

The meeting was called to order at 4:05 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Haynes.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, Mohr, Moore, O'Brien, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners McGregor and Schwabacher.

Commissioner Moore moved and Commissioner Vavuris seconded that the minutes of the October meeting be approved and placed on file. There being no objection, it was so ordered.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Commissioner Fanucchi moved, Commissioner Moore seconded and the Commission by unanimous action approved the joint recommendation of this committee and the Planning and Development Committee to postpone final action on the question of providing temporary quarters for the McCreery Branch Library until the meeting of December 3, 1957.

Mr. George Hill and Mr. Burton J. Pacioretty pointed out that several organizations including the Eureka District Merchants Association and the Eureka Valley Promotion Association were opposed to a temporary library location at 495 Castro Street. Although some residents would prefer a new permanent branch library close to the Eureka Valley Playground, it is realized that the present McCreery site would be difficult to duplicate because of its size and almost level character. Both Mr. Hill and Mr. Pacioretty agreed that it would be better to build a new branch on the present site rather than to establish a temporary facility elsewhere. They requested that their organizations be allowed to confer with the Commission prior to a final disposition of this matter.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reported that the Art Commission had approved the final plans for the new North Beach Branch Library at its meeting of November 4, 1957. The project will go out to bid December 4, 1957 according to the Bureau of Architecture, Chairman Moore stated.

The Merced Branch was accepted by the Library Department on Tuesday, October 29, 1957. Those in attendance included Commissioners Fanucchi, Moore, Schwabacher and Simon as well as the City Librarian and the Secretary. Chairman Moore informed the Commission that the branch would open on or about December 16, 1957 and that the formal dedication would take place about the same time.

LIBRARY OPERATIONS COMMITTEE

Chairman Vavuris read a letter from Mrs. Carma R. Zimmerman, State Librarian, which contained a report on the progress made on the plans for relocation of the Sutro Branch Library. Because of the estimated expenditure Mrs. Zimmerman requested that the Commission consider granting a lease for longer than the ten years which had been stipulated originally. President Simon suggested that a communication be forwarded to Mrs. Zimmerman asking what period of time State officials feel should be incorporated in the proposed lease.

The City Librarian was asked to contact the City Attorney relative to this matter and to request his opinion in writing for the guidance of the Commission.

Chairman Vavuris directed the Secretary to schedule an early meeting of this committee to investigate the costs involved in keeping one or more libraries open on Sundays.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Schwabacher Commissioner Mohr moved, Commissioner Vavuris seconded and the Commission by unanimous action approved the following Library Department expenditures for October and the estimated expenses for November:

	Expend. Oct. 1957	Est. Expenses Nov. 1957
Salaries and Wages	$ 87,688.91	$ 87,700.00
Contractual Services	668.08	12,400.00
Binding	13,475.00	----
Materials and Supplies	2,095.43	393.00
Books and Binding Materials	16,663.87	12,497.00
Equipment	----	300.00
Equipment - Merced Branch	17,195.28	444.72
Membership Dues	6.65	25.00
Maintenance of Buildings	3,548.00	3,548.00
Maintenance of Automotive Equip.	30.00	50.00
Services of Other Departments	1,127.00	1,127.00
Scavenger Service	125.48	125.48
Telephone and Telegraph	188.00	200.00
Window Washing	205.50	205.50
Gasoline, Oil and Fuel	123.63	100.00
Compensation Insurance	58.04	58.04
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	1,991.42	2,000.00
Retirement Allowance	8,327.00	8,327.00
TOTAL	$154,692.29	$130,675.74

It was moved by Commissioner Vavuris, seconded by Commissioner O'Brien and unanimously adopted that the list of books on economic and political subjects in the amount of $430.18 purchased from Fuhrman Bequest funds, as submitted by the Librarian, be approved.

WELFARE OF EMPLOYEES COMMITTEE

Chairman O'Brien moved, Commissioner Fanucchi seconded and the Commission unanimously approved the following resolution:

RESOLUTION #60

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of October 1957, be approved:

X52 LIBRARY PAGE

Peter Connolly	David Hirsch	Michael Richardson
Michael Dower	Edward Hogan	Janice Schneider
William Graff	Charles McCuen	William Wolchart
	Paul Polosky	

B222 General Clerk (p/t)

Caryl Hagopian

C52 Elevator Oper.(p/t)

Albert Lavin

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1322 X42 Librn. Janet Schweiflor(OA)	T-1382 X42 Librn. Jack Marchi
T-1351 B512 Gen Clk/Typ. V. Little(OA)	T-1382 " " Ronald Pimentel
T-1367 X42 Librn. Julia Chase(OA)	T-1382 X42 Librn. Donald Sebanc
T-1377 " " Clement Crews	T-1382 " " Lloyd Spitalny
T-1377 " " Stephen Negoescо	T-1386 " " Eugene Zahnow(OA)
T-1379 " " Robert Bolt(OA)	T-1387 X40 Sr. Librn. Basil Ross
T-1379 " " James Reilly	T-1389 B210 Off.Asst. Mary K. Moore (OA)

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X52LIBRARY PAGE

Daniel Banchero(9/14)	Loren Leavitt	Joseph Shea(9/30)
James Cofor(9/24)	Carol Musante(9/30)	Lloyd Spitalny(X42)
James Egan(9/30)	Virginia Nieto	Paul Trimble
John Hayes	Donald Sebanc(X42)	Thomas Welch
	John Rattunde	

X42 LIBRARIAN (part-time as needed)

William Beirne	Frank Evans	Charles Shreve
Raymond Conlan	Richard McDonnell	Geneva Strommo

C52 ELEVATOR OPERATOR (p/t)

Louis Barba

POLICY AND PROCEDURES COMMITTEE

Proposition "G" received the unanimous approval of the four daily newspapers plus the Progress, Chairman Fanucchi reported. Since Section 142 of the Charter written in 1932 is badly outdated, it was gratifying that there was virtually no opposition to the proposed change; however, Library Department personnel attended a number of meetings in order to clarify the provisions of Proposition "G" and to answer any questions.

BOOKS AND ART COMMITTEE

In the absence of Chairman McGregor Commissioner Haynes reported that no matters had been referred to the Committee for consideration.

Commissioner Mohr suggested that the librarian in charge of the Order Department be asked to appear at a Commission meeting in the near future to explain the duties and organization of her office as well as book selection policy.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr summarized the monthly activities of Miss Anne Farrell, Public Relations Librarian, including mention of Library visitors, displays installed and meetings and programs planned and attended.

Her report of the California Library Association conference was read by Chairman Mohr. She requested that copies be furnished to all Commissioners.

Since Library Trustees and Commissioners throughout the Bay Area will be needed to assist in planning for the American Library Association conference to be held in San Francisco next year, Chairman Mohr suggested a joint meeting with representatives from other jurisdictions following the A.L.A. mid-winter conference.

Commissioner Haynes' observance of his twenty-fifth year as Pastor of the Third Baptist Church was mentioned by Chairman Mohr. The Commission was informed by the Secretary that a telegram had been sent to Rev. Haynes to be read at the testimonial dinner given in his honor.

It was moved by Commissioner Fanucchi, seconded by Commissioner Moore and unanimously adopted that Chairman Mohr's report be accepted and approved.

Commissioner Vavuris moved, Commissioner Vayssie seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #61

WHEREAS Mrs. J. Henry Mohr, who has served with distinction as a San Francisco Library Commissioner for thirteen years, has recently been appointed by Governor Knight to become a member

of the newly-formed California Library Commission; and

WHEREAS Commissioner Mohr has worked diligently to point out not only the needs, but also the responsibilities of public libraries to the citizens whom they serve; now

THEREFORE BE IT RESOLVED, That her fellow members of this Commission do most heartily congratulate Commissioner Mohr on her appointment and wish to have spread upon the minutes of this meeting their commendation and best wishes for success in her new and well-deserved position.

Commissioner O'Brien moved, Commissioner Moore seconded and the Commission unanimously approved the recommendation that two persons be sent to the mid-winter American Library Association conference to be held in Chicago, Illinois, January 28-February 1, 1958, as official delegates of the San Francisco Public Library.

Commissioner O'Brien moved, Commissioner Vayssie seconded and the Commission unanimously approved naming Commissioner Mohr as one delegate to the conference.

Commissioner Vayssie moved, Commissioner O'Brien seconded and the Commission unanimously approved naming Commissioner Fanucchi as the second delegate.

Commissioner Vayssie moved, Commissioner O'Brien seconded and the Commission unanimously approved sending the Secretary as a third delegate providing sufficient funds are available.

Commissioner Mohr suggested that the Library Staff Association members responsible for the preparation and publication of the Staff Spectator be commended for their continuing efforts.

COMMUNICATIONS

From Edna F. Erney, Secretary, Eureka District Merchants Association and from Mrs. G. L. Peterson, Secretary, Eureka Valley Promotion Association, re: opposition to establishing temporary library facility at 495 Castro Street. Acknowledge and file.

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of September 1957. File.

On motion duly made, seconded and unanimously passed, the meeting was adjourned to Tuesday, December 3, 1957.

Respectfully submitted,

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, December 3, 1957, in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Moore.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, Mohr, Moore, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners McGregor, O'Brien and Schwabacher.

Commissioner Moore moved and Commissioner Vavuris seconded that the minutes of the November meeting be approved and placed on file. There being no objection, it was so ordered.

President Simon introduced the matter of authorizing and financing an administrative and operations survey of the Library Department. He indicated that the scope of the survey should probably be enlarged from that approved by the Commission when it considered the matter at the time of the 1957-58 budget presentation, and that more money than the $10,000.00 requested at that time would thus be necessary.

As a start toward financing the survey, President Simon suggested using the surplus of $7,778.68 from the Ortega Branch construction fund, since the Finance Committee of the Board of Supervisors had disapproved using it to purchase additional land at the Merced Branch site for parking purposes.

Commissioner Vavuris pointed out the increasing need for off-street parking and indicated that with the growth of the Merced Branch service area parking should be provided for library patrons.

President Simon stated that he felt the survey should have top priority and that the funds designated for the mid-winter American Library Association conference might also be used to finance the survey program.

The need for representation at the conference was stressed by Commissioners Mohr and Fanucchi particularly in the light of the fact that the American Library Association was asked to hold its meeting here in July 1958, and that the city has actively sought convention meetings.

Commissioner Fanucchi moved that the Commission state its intention of requesting an administrative survey of the Library Department, and that the matter be given top priority for consideration by the Policy and Procedures Committee. Commissioner Moore seconded the motion, and the Commission unanimously voted its approval.

It was moved by Commissioner Vavuris, seconded by Commissioner Wu and unanimously adopted that Commissioner Moore be asked to serve temporarily on the Policy and Procedures Committee.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore read a letter from Supervisor Harold S. Dobbs, chairman of the Finance Committee, indicating the reasons for disapproval of the Commission's request for the purchase of additional land at the Merced Branch Library site.

Commissioner Vavuris moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to pursue the matter of using the $7,778.68 surplus in the Ortega land fund for the purchase of sufficient unimproved property to the south of the Merced Branch Library to provide urgently needed off-street parking facilities.

The new North Beach Branch Library will go to bid Wednesday, December 4, 1957, Chairman Moore reported.

There are not sufficient surplus funds to enable the processing of a supplemental budget request for a new permanent McCreery Branch Library building, Chairman Moore stated. He called upon Mr. George S. Hill, a representative of the Eureka District, to express his opinion as to the erection of a new building on the present site at 16th and Pond Streets. Mr. Hill indicated that a site of similar size could not be located, and that he felt the present site would be satisfactory to the citizens of the area.

Chairman Moore moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to request $125,000.00 in the 1958-59 budget to construct a new McCreery Branch Library.

Commissioner Mohr pointed out that even if the above budget request is granted the citizens in the McCreery Branch area will be without adequate library service for almost two more years. Commissioner Fanucchi suggested that the Commission work diligently to get approval of the request for the funds for a permanent branch, and after such approval investigate the practicality of establishing temporary quarters until the new building is completed.

LIBRARY OPERATIONS COMMITTEE

Chairman Vavuris read a letter from the City Attorney in response to questions directed to him by the City Librarian in regard to the length and conditions of occupancy proposed for the Sutro Branch of the California State Library.

Commissioner Mohr moved, Commissioner Moore seconded and the Commission by unanimous action voted to designate twenty years as a reasonable period of occupancy for the Sutro Library, and to so inform the State Librarian as soon as possible.

Possible Sunday operation of one or more libraries which was the subject of a committee meeting on Tuesday, November 26, 1957, was next covered by Chairman Vavuris. He reported that Mr. Clarke had supplied figures indicating an additional personnel cost of $42,792 per year to keep certain public departments in the Main Library open five hours on Sundays. The figure reflected the necessity of hiring additional

qualified librarians and other personnel to cover the longer work week. A saving of $5,917.60 per year could be realized by closing the Main Library at 9:00 p.m. rather than at 10:00 p.m. Monday through Friday.

Chairman Vavuris moved, Commissioner Moore seconded and the Commission by unanimous action voted to include an amount in the 1958-59 budget to allow limited Sunday operation of certain departments, with the figure to be in conformity with the requests for additional personnel.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Schwabacher, Commissioner Vavuris moved, Commissioner Wu seconded and the Commission by unanimous action approved the following Library Department expenditures for November and the estimated expenses for December:

	Expnd. Nov. 1957	Est. Expenses Dec. 1957
Salaries and Wages	$ 75,953.82	$76,000.00
Contractual Services	11,308.66	1,000.00
Materials and Supplies	442.77	500.00
Books and Binding Materials	9,654.42	3,000.00
Membership Dues	26.00	25.00
Maintenance & Repair of Buildings	3,548.00	3,548.00
Maintenance & Repair of Auto Equip.	200.00	100.00
Services of Other Departments	1,127.00	1,127.00
Scavenger Service	125.48	125.48
Telephone and Telegraph	188.00	188.00
Window Washing	1,022.34	1,022.34
Gasoline, Oil and Fuel	100.00	200.00
Compensation Insurance	61.62	59.00
Fidelity Insurance	---	20.00
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	1,991.42	2,000.00
Retirement Allowance	8,327.00	8,500.00
TOTAL	$115,251.53	$97.525.57

It was moved by Commissioner Fanucchi, seconded by Commissioner Mohr and unanimously adopted that the list of books on economic and political subjects in the amount of $172.02 purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Resolution #62 to provide $833.36 to the Recreation and Park Department for the maintenance of landscaping at the Merced Branch Library for the period January 1 to June 30, 1958 was referred to the Library Operations Committee for further study.

Commissioner Mohr moved, Commissioner Moore seconded and the Commission by unanimous action approved the following resolutions:

RESOLUTION #63

RESOLVED That the Library Commission waive the present rule on

time limitation for refunds for the expired Library Card #3930 and direct the Controller to issue a warrant in the amount of $5.00 to Charles Felix Mieloch, 2211-30th Avenue, San Francisco, California.

RESOLUTION #64

RESOLVED That the Library Commission waive the present rule on time limitation for refunds for the expired Library Card #4062 and direct the Controller to issue a warrant in the amount of $5.00 to Frederick P. Meader, Morales, British Columbia, Canada.

Commissioner Moore suggested that a special Commission meeting be held Thursday, December 19, 1957, to consider the 1958-59 budget. The Secretary was directed by President Simon to send written notice of the meeting to all Commissioners.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Mohr moved, Commissioner Moore seconded and the Commission unanimously approved the following resolution:

RESOLUTION #65

RESOLVED That the following non-civil service, temporary, and re-certification of temporary appointments which have been made by the City Librarian for the month of November 1957, be approved:

X52 LIBRARY PAGE

Ivan Bednar	Joan Fazio	Donald Laugero
William Dalton	James Horan	William Mootz
John Dineen	John Kelly	Albert Stokes
Lorna Farr		Ronald Zolezzi

C52 ELEVATOR OPERATOR (p/t)

William Reilly — Thomas Roth (Temporary)

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1322	X42	Librn. Mary Brunn	T-1398	X42	Librn. Frances Thompson
T-1368	"	" Peter Tarzia(OA)	T-1399	X42	" Helen Keaveney
T-1390	"	" Mary Ashe(FT)	T-1400	"	" Helen Cushman
T-1392	"	" Eunice Lee	T-1401	"	" Diane Glover
T-1392	"	" Barbara Cox	T-1402	"	" John Wong(OA)
T-1393	"	" John McGowan	T-1402	"	" Acela Dominguez(OA)
T-1394	"	" Jerome Kunzman	T-1402	"	" Natalie Hughes(OA)
T-1395	"	" Leland Sheldon(OA)	T-1402	"	" Josephine Hanson(OA)
T-1396	Sr.	Librn. X40 John Coll	T-1405	"	" Catherine Moreton(OA

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X52LIBRARY PAGE

Gerald Glueck Robert McDonald Frank Smith (10/31)

X42 LIBRARIAN (part-time as needed)

Martha Baus Mary Courtney Sheila Hogan

C52 ELEVATOR OPERATOR (p/t)

Albert L. Lavin

President Simon inquired as to the content of a petition which supposedly had been circulated among the staff protesting the content of a recent series of newspaper articles critical of the Library. Commissioner Fanucchi stated that in her opinion staff members had a right to do this providing no coercion was used to obtain signatures.

Commissioner Vavuris moved, Commissioner Moore seconded and the Commission by unanimous action voted to request President Simon to head a special fact-finding committee to determine the facts in regard to the above matter.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi requested that the members of the committee be prepared to hold a meeting prior to the special budget meeting of the Commission to consider the administrative survey proposals.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr summarized the monthly activities report of Miss Anne M. Farrell, Public Relations Librarian. In commenting on the film programs, Chairman Mohr asked that the City Librarian determine the size of past audiences in order to substantiate possible future requests for a film library.

The Friends of the Library meeting was mentioned by Chairman Mohr. She informed the Commission that the speaker and President of the Friends group would talk on "Of the Making of Books".

A member of the public asked when the mens' rest room on the first floor of the Main Library would be re-opened. President Simon referred the question to the Library Operations Committee for consideration.

COMMUNICATIONS

From Ruth C. Sleeper, Secretary, Bay View Civic Club, re: asking for the request of funds in the 1958-59 budget to provide a permanent branch library in the Bay View district. Acknowledge and file.

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of October. File.

On motion duly made, seconded and unanimously passed, the meeting was declared adjourned to Thursday, December 19, 1957.

Respectfully submitted,

Frank A. Clarvoe, Jr.
Secretary

December 20, 1957

Proceedings of the meeting of the Library Commission held Thursday, December 19, 1957, in the Commissioners' Room, Main Library.

The meeting was called to order at 2:35 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Fanucchi, McGregor, Mohr, Moore, Schwabacher, Simon, Vavuris and Wayssie. Absent: Commissioners Haynes, O'Brien and Wu.

Commissioner Vavuris moved and Commissioner Schwabacher seconded that the minutes of the adjourned meeting held Tuesday, December 3, 1957, be approved and placed on file. There being no objection, it was so ordered.

A mimeographed outline of the 1958-59 Library Department budget was furnished to each Commissioner. The City Librarian was asked to substantiate his requests for additional personnel and to invite Mr. George Grubb, Mayor Christopher's administrative assistant to attend the next meeting of the Commission in order that requests in this and other categories would be in conformity with the performance budget presentation desired by Mr. Grubb.

Commissioner Fanucchi was asked to present the report of the Policy and Procedures Committee formulated at its meeting of December 12, 1957 and subsequently detailed by Commissioner Fanucchi as committee chairman.

Commissioner Schwabacher moved, Commissioner Mohr seconded and the Commission by unanimous action voted to accept the report of the Policy and Procedures Committee and to request Chairman Fanucchi to start contacting the librarians suggested as survey consultants at the earliest possible time.

Commissioner Mohr moved and Commissioner Schwabacher seconded that necessary funds in the amount of $5,000.00 be asked immediately in the form of a supplemental budget request to finance the proposed preliminary survey. The Commission adopted the motion by unanimous action.

Commissioner Schwabacher moved that until such time as a survey is completed that the amount of $218,000.00 requested in the 1958-59 budget for certain alterations to the Main Library be deleted. The motion was seconded by Commissioner Fanucchi and unanimously adopted.

The City Librarian was requested to invite Mr. Sherman P. Duckel, Director of the Department of Public Works, to attend the next Commission meeting in order that priorities for maintenance and repair and capital improvement items listed in the budget would be assigned in accordance with the Commission's desires and the Library's needs. It

602

was suggested that the Department of Public Works also be asked to explain cost estimates of jobs to be performed and that any amount including funds for more than one project be broken down into individual jobs.

Commissioner Vavuris read a letter received by the City Librarian inviting him to be a guest of the West German government for one month to study libraries in that country. It was pointed out that it was an honor for Mr. Clarke, the Library Department and for San Francisco.

Commissioner Moore moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted to approve Mr. Clarke's trip if it was made at no cost to the City and County of San Francisco, and if the budget as presented at the Commission meeting of December 27, 1957 was properly detailed and complete.

It was announced by the City Librarian that the construction bids for the new North Beach Branch Library would be received by the Bureau of Architecture by January 15, 1958.

Commissioner Schwabacher suggested that the present North Beach Branch be re-named or identified by its address of 1141 Powell Street.

COMMUNICATIONS

From Mrs. Carma R. Zimmerman, State Librarian, re: acknowledging the Commission's written approval of a term of twenty years for occupancy of the Sutro Library in the Main Library building. File.

From Mr. Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of November 1957. File.

On motion duly made, seconded and unanimously passed, the meeting was declared adjourned to Friday, December 27, 1957.

January 8, 1958

Proceedings of the regular meeting of the Library Commission held Tuesday, January 7, 1958, in the Commissioners' Room, Main Library.

The meeting was called to order at 2:30 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Moore.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, McGregor, Mohr, Moore, Schwabacher, Simon, Vavuris, Vayssie and Wu. Absent: Commissioner O'Brien.

Commissioner Fanucchi moved and Commissioner Vayssie seconded that the minutes of the December 19, 1957 meeting be approved and placed on file. There being no objection, it was so ordered.

BOOKS AND ART COMMITTEE

Chairman McGregor reported on the recent growth of the Schmulowitz Collection of Wit and Humor. It was moved by Commissioner Vavuris, seconded by Commissioner Moore and unanimously adopted that a letter of appreciation be directed to Mr. Schmulowitz thanking him for his continuing interest in increasing the material in this splendid collection.

A letter from Mr. Karl D. Ernst, Director of Music, San Francisco Unified School District, was mentioned by Chairman McGregor. Mr. Ernst's communication asked about the possibility of establishing a lending library of phonograph records. The City Librarian remarked that funds had been sought in previous budgets to buy phonograph records but that the requests had never been approved. The only recordings presently owned by the Library have been donated.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Mohr moved, Commissioner Vavuris seconded and the Commission by unanimous action approved the following Library Department expenditures for December 1957 and the estimated expenses for January 1958 as submitted by Chairman Schwabacher:

	Expenditures Dec. 1957	Est. Expenses Jan. 1958
Salaries and Wages	$ 82,350.00	$ 83,000.00
Contractual Services	1,583.06	1,200.00
Binding	---	13,475.00
Materials and Supplies	1,538.11	1,200.00
Books and Binding Materials	14,987.21	10,000.00
Membership Dues	14.00	60.00
Maintenance and Repair of Buildings	3,548.00	3,548.00
Maintenance & Repair of Auto Equip.	100.00	100.00
Services of Other Departments	1,127.00	1,127.00
Reproduction Bureau	---	50.00
Scavenger Service	125.48	125.48
Telephone and Telegraph	200.00	200.00

Window Washing	271.34	271.34
Gasoline, Oil & Lubricants	125.63	125.00
Compensation Insurance	70.54	70.00
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	2,511.80	2,500.00
Retirement Allowance	8,327.00	8,327.00
TOTAL	$118,074.17	$126,553.82

It was moved by Commissioner Moore, seconded by Commissioner Haynes and unanimously adopted that the list of books on economic and political subjects in the amount of $331.86 purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi read a letter from Mayor Christopher under date of January 2, 1958 suggesting that the Commission determine the scope and depth of the requested Library Department survey as well as its probable cost before funds are appropriated.

It was moved by Chairman Fanucchi and seconded by Commissioner Haynes that the committee be allowed to study the survey matter further and to develop the scope so that the various management consultant firms could submit proposals and cost estimates based on the work to be accomplished. After discussion on the question, the above motion was unanimously adopted.

President Simon informed the Commission that because some members might have to leave the meeting early that nominations for Commission officers were in order.

Addressing Commissioner Fanucchi in her position as Second Vice-President and temporary chairman of the meeting, Commissioner Schwabacher placed the name of Commissioner Simon in nomination to succeed himself as President. The nomination was seconded by Commissioner McGregor. It was duly moved and seconded and unanimously adopted that the nominations be closed.

Commissioner McGregor nominated Commissioner Mohr for the office of First Vice-President. Commissioner Mohr thanked Commissioner McGregor for his nomination, but indicated that she must decline to be a candidate.

Commissioner Fanucchi nominated Commissioner Schwabacher to succeed himself as First Vice-President. The nomination was seconded by Commissioner Vayssie. It was duly moved and seconded and unanimously adopted that the nominations be closed.

Commissioner Mohr nominated Commissioner Fanucchi to succeed herself as Second Vice-President. The nomination was seconded by Commissioner Haynes. It was duly moved and seconded and unanimously adopted that the nominations be closed.

The Secretary was directed to record a unanimous ballot for the election of all Commission officers.

605

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reported that virtually all furnishings had been delivered for the Merced Branch Library and that the formal dedication of the building would take place at 2:30 p.m., Thursday, January 23, 1958.

The property owners in the vicinity of the Merced Branch are very concerned about the lack of parking areas and have volunteered to write to Mayor Christopher and the Board of Supervisors requesting that funds be approved to purchase additional land Chairman Moore reported.

Continuing his report Chairman Moore stated that nine contractors have secured sets of plans from the Bureau of Architecture for the purpose of bidding on the new North Beach Branch Library. He added that as previously indicated the construction bids will be opened January 15, 1958.

The Commission agreed to delay the purchase of a site for a new Excelsior Branch Library until after the start of construction on the North Beach project.

It was moved by Commissioner Schwabacher, seconded by Commissioner Maynes and unanimously adopted that Chairman Moore's report be accepted.

LIBRARY OPERATIONS COMMITTEE

Commission members questioned again the amount of $833.36 submitted by the Recreation and Park Department for the maintenance of landscaping at the Merced Branch Library for the period January 1 to June 30, 1958. Chairman Vavuris moved that the Recreation and Park Department be requested to provide an accounting including cost breakdowns of all maintenance work performed at all Library facilities. Commissioner Wu seconded the motion and the Commission approved by unanimous action.

Chairman Vavuris read a letter from Miss Isabelle Niven, a resident of Santa Rosa, California, forwarded through Mayor Christopher's office asking that an open stack system be used at the Main Library. Mr. Clarke reminded the Commission that the same suggestion had been made on a number of occasions, but that the location of the stacks plus the personnel costs involved that it was not feasible to have an open stack system at present.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Wu read a letter from the City Attorney which was in reply to the Commission's request to review his opinions #801 and 804 to determine if it could contract for maintenance and repair work now handled by the Department of Public Works.

In line with the City Attorney's suggested solution to this long-standing question, Commissioner Fanucchi moved, Commissioner Haynes seconded and after discussion the Commission by unanimous action voted to ask the City Attorney to prepare a Charter amendment to provide for the Library Department to handle its own maintenance program.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Commissioner O'Brien, Commissioner Vayssie gave the committee report. Commissioner Schwabacher moved, Commissioner Fanucchi seconded and the Commission unanimously approved the following resolution:

RESOLUTION #66

RESOLVED That the following non-civil service, temporary, and re-certification of temporary appointments which have been made by the City Librarian for the month of December 1957, be approved:

X52 LIBRARY PAGE

Jean Darrow	Bruce Hubley	Michael Moore
John Dineen	Adele Lampros	Marie Petros
Leo Dinneen	Ben Liebman	Angelo Sargentini
Walter Echo		Frank Smith

C52 ELEVATOR OPERATOR (p/t)

John Pendergast

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1336	X42 Librn.	Harriet Smith	T-1410	X42 Librn.	Janet Schweifler(OA
T-1403	" "	Helen Dunham	T-1410	" "	Patricia Quinn(OA)
T-1404	" "	Marthajoan Overton	T-1411	" "	Jo Ann Chew
T-1406	" "	Bernard Uronovitz(FT)	T-1412	" "	Vernon Smith
T-1407	B210 Off.Asst.	Clorine Mendelson	T-1420	" "	Ellenjane Young(FT-OA)
T-1408	X42 Librn.	Monabarrie Sheehan	T-1424	" "	Peter Keegan(OA)
T-1409	" "	Barbara Spagnoli	T-1424	" "	Billy Kim(OA)

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X52 LIBRARY PAGE

Ivan Bednar	David Kline	Henry Reilly

X42 LIBRARIAN (part-time as needed)

Ann Richard
Diane Glover

C52 ELEVATOR OPERATOR (p/t)

Robert Lombardo

PUBLIC RELATIONS COMMITTEE

Chairman Mohr summarized the monthly activities report of Miss Anne M. Farrell, Public Relations Librarian. Included were listings of speaking engagements, exhibits set up and planned for the coming months, visitors, and films offered and shown.

The Gold Coast Theatre Series presented by the Northern California Drama Association in 1941 was mentioned by Chairman Mohr. She informed

607

the Commission that the series had been presented with the aid of the Recreation and Park Department over radio station K.Y.A. and that it had received enthusiastic response. Chairman Mohr requested that the scripts when bound be sent to the Recreation and Park Commission for their inspection and then returned to the Library.

The Commission next considered the 1958-59 Library Department budget as submitted by the City Librarian. A number of deletions were made after study of the various sections.

In order to catch up the backlog of books to be repaired and processed, Commissioner Vavuris moved, Commissioner Moore seconded and the Commission by unanimous action voted to ask sufficient funds in a supplemental budget request to provide for the immediate employment of sufficient book repair help to do this work with the understanding that the employees so hired would be terminated upon the elimination of the backlog.

COMMUNICATIONS

From Mrs. Philip C. Usinger, re: request for more books on genealogy. Acknowledge and file.

From Dion Holm, City Attorney; see Library Operations Committee report above. Acknowledge and file.

From Honorable George Christopher, Mayor of San Francisco; see Policy and Procedures Committee report above. Acknowledge and file.

From Karl D. Ernst, Director of Music, San Francisco Unified School District; see Books and Art Committee report above. File.

From Miss Isabelle Niven; see Library Operations Committee report above. Acknowledge and file.

On motion duly made, seconded and unanimously passed, the meeting was declared adjourned to Tuesday, February 4, 1958.

Respectfully submitted,

Frank A. Clarvoe, Jr.
Secretary

HONORABLE GEORGE CHRISTOPHER, MAYOR

LIBRARY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

1958

PRESIDENT	Bert Simon
1st Vice-President	Albert E. Schwabacher, Jr.
2nd Vice-President	Rose M. Fanucchi

STANDING COMMITTEES

PLANNING & DEVELOPMENT

Moore, Chairman
Fanucchi
Mohr
Schwabacher
Wu

FINANCE, AUDIT AND BUDGET

Schwabacher, Chairman
Moore
Vavuris

BUILDING, CONSTRUCTION & MAINTENANCE

Wu, Chairman
Fanucchi
Schwabacher
Vayssie

WELFARE OF EMPLOYEES

O'Brien, Chairman
Haynes
McGregor
Vayssie
Mohr

LIBRARY OPERATIONS

Vavuris, Chairman
Fanucchi
Mohr
Vayssie

BOOKS & ART

Vayssie, Chairman
Haynes
O'Brien
Vayssie

PUBLIC RELATIONS

Mohr, Chairman
Moore
O'Brien
Wu

POLICY & PROCEDURES

Fanucchi, Chairman
Haynes
McGregor
Vavuris
Moore

1/20/58

Proceedings of the regular meeting of the Library Commission held Tuesday, February 4, 1958, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Fanucchi, McGregor, Mohr, Moore, Schwabacher, Simon, Vavuris and Vayssie. Absent: Commissioners Haynes, O'Brien and Wu.

Commissioner Schwabacher moved and Commissioner Fanucchi seconded that the minutes of the January meeting be corrected as follows (page 3, final paragraph): " . . . to provide for the Library Department to handle its own maintenance and capital improvement programs." It was duly moved, seconded and unanimously adopted that the minutes be approved as corrected.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi informed the Commission that the American Library Association mid-winter conference had been a rewarding experience, and that it provided an opportunity to discuss the question of an administrative survey of the San Francisco Public Library with a number of highly qualified individuals. The Chairman further stated that in view of expert advice on the matter the members of her committee felt that a survey should be performed by someone qualified as an administrator in the public library field rather than by an outside management consultant organization.

Mr. Emerson Greenaway, Philadelphia City Librarian, was mentioned by Chairman Fanucchi as an eminently qualified and respected member of the library profession, and she indicated that Santa Clara County is presently negotiating with Mr. Greenaway for a survey of that County's library system to take place during the month of March 1958.

Because the need is for a workable survey and because Mr. Greenaway will be in the Bay Area soon Chairman Fanucchi recommended for her committee that the Commission act immediately to request the necessary funds for the survey and that the Board of Trustees of the Free Library of Philadelphia be requested to allow Mr. Greenaway to survey the areas of activity of the San Francisco Public Library mutually agreed upon by Mr. Greenaway and the Commission.

Commissioner Schwabacher moved, Commissioner McGregor seconded and the Commission by unanimous action voted to accept the report of Chairman Fanucchi.

In order to implement the suggestions contained in the above report, Commissioner Moore moved, Commissioner Vavuris seconded and the Commission voted unanimously to request the amount of $7,500 immediately in the form of a supplemental budget request to permit the accomplishment of the survey of the San Francisco Public Library.

609

Commissioner Mohr moved, Commissioner McGregor seconded and the Commission voted unanimously to send a letter to the Board of Library Trustees of the Free Library of Philadelphia requesting the services of Mr. Emerson Greenaway to perform the library survey providing funds are appropriated for the purpose.

The City Librarian was instructed to ask the City Attorney for a letter indicating that it would not be necessary to secure bids for the performance of the survey.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

In the absence of Chairman Wu Commissioner Fanucchi read the text of a proposed Charter amendment drawn up by the City Attorney at the request of the Library Commission. Section 43 of the Charter relating to the powers of the Library Commission would be added to by the proposed adoption of Section 43.1:

"The Library Commission shall have the exclusive power to maintain repair, supervise, manage and reconstruct existing library buildings and library facilities, to construct new buildings and library facilities, and to enter into contracts relating thereto, subject, however, to the budget and fiscal provisions of this Charter."

Commissioner Fanucchi moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to send the above Charter amendment to the Judiciary Committee of the Board of Supervisors for its consideration and action.

The Building, Construction and Maintenance Committee was requested to be prepared to consider any suggestion which might be forthcoming from the Board of Supervisors to submit complete estimates for the rehabilitation of all library buildings in order that these estimates along with those from all other city departments could be combined for inclusion in a rehabilitation bond issue.

LIBRARY OPERATIONS COMMITTEE

Chairman Vavuris requested that Resolution #62 be held on the agenda pending a reply from the Park and Recreation Department containing a breakdown of maintenance costs for the landscaping at all library facilities.

The Chairman requested that the members of the committee be prepared to meet soon to consider the problem of book theft and patron control particularly at the Main Library. He suggested that a member of the City Fire Department attend the meeting to advise how fire ordinances might affect the use of building exits and possible installation of turnstiles or other equipment.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reported that the total cost of the Herced Branch Library was $218,011.23. He suggested that a communication be directed to the Chief of Police requesting the establishment of a ten minute parking zone on the west side of Stonecrest Drive adjacent to the front entrance of the branch and that the branch librarian ascertain from

610

patrons their problems if any with the parking situation.

The deficit in the building fund for the new North Beach Branch Library was next mentioned by Chairman Moore. He moved, Commissioner Mohr seconded and the Commission by unanimous action voted to rescind its action of December 4, 1957 calling for the second time for the transfer of sufficient surplus funds from the Ortega Branch constructio appropriation to the Merced Branch land appropriation, which funds would have been used for the purchase of sufficient property to establish an automobile parking area.

Chairman Moore next moved that the Ortega Branch surplus be requested to help offset the deficit in the North Beach Branch construction fund. The motion was seconded by Commissioner Fanucchi and unanimously adopted.

It was moved by Chairman Moore, seconded by Commissioner Vavuris and unanimously adopted that the following resolution be approved:

RESOLUTION #67

RESOLVED That a supplemental budget appropriation be requested to offset the $41,774.34 deficit in the North Beach Branch construction fund with the sources of funds being as indicated below, and that the low bid for construction of $180,274.00 submitted by the Martinelli Construction Company be approved:

North Beach Branch Library - Land Appropriation	$19,445.42
Merced Branch Library - Equipment Appropriation	1,000.00
Merced Branch Library - Inspection	1,839.00
Unallocated Balance - Parkside Branch Library	7,050.00
McCreery Branch Library - Demolition Fund	206.00
Alterations to Various Branches	56.00
Ortega Branch - Surplus, Construction Fund	8,154.00
Any Legally Available Fund (As approved by the Controller)	4,023.92
TOTAL	$41,774.34

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher moved, Commissioner Vavuris seconded and the Commission by unanimous action approved the following Library Department expenditures for January and the estimated expenses for February 1958 as submitted:

	Expenditures Jan. 1958	Est. Expenses Feb. 1958
Salaries and Wages	$ 87,801.70	$ 87,800.00
Contractual Services	1,649.29	1,000.00
Binding	13,475.00	---
Materials and Supplies	712.73	500.00
Books and Binding Materials	19,151.50	10,000.00
Membership Dues	215.00	200.00
Maintenance & Repair of Buildings	3,548.00	3,548.00
Maintenance & Repair of Auto Equip.	100.00	100.00

611

Services of Other Departments	$ 1,127.00	$ 1,127.00
Reproduction Bureau	5.00	30.00
Scavenger Service	125.48	125.48
Telephone & Telegraph	188.00	188.00
Window Washing	205.50	205.50
Gasoline, Oil and Lubricants	123.41	100.00
Compensation Insurance	70.00	70.00
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	2,490.58	2,400.00
Retirement Allowance	8,244.00	8,244.00
TOTAL	$140,405.19	$116,812.98

It was moved by Commissioner Mohr, seconded by Commissioner Fanucchi and unanimously adopted that the list of books on economic and political subjects in the amount of $894.20 purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Chairman Schwabacher reviewed the Library Department's 1958-59 budget requests stressing both those items which had been deleted and those approved by the Commission. He commended the City Librarian for the completeness of the mimeographed summary and asked that each Commissioner study the budget carefully and contact Mr. Clarke or the Secretary regarding any discrepancies or corrections. Following this period of study Chairman Schwabacher suggested that copies of the budget presentation be sent to appropriate persons and agencies including the Mayor's Administrative Assistant and the members of the Finance Committee of the Board of Supervisors.

WELFARE OF EMPLOYEES COMMITTEE

It was duly moved, seconded and unanimously adopted that the following resolution be approved:

RESOLUTION #68

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January 1958, be approved:

X52 LIBRARY PAGE

William Hardy	John O'Neill	John Pendergast
Allan Nealan	Thomas Ricks	Donald Sebanc

B222 GENERAL CLERK (p/t)

Charles Bufford

B210 OFFICE ASSISTANT (p/t)

Betty Bone

C52 ELEVATOR OPERATOR (p/t)

Jack Little

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1336	X42	Librarian	Rose Milber	T-1367	X42	Librarian	Diane Populus
T-1367	"	"	Natalie Hughes	T-1376	"	"	Patricia Hogue
T-1376	"	"	Frances Collins	T-1376	"	"	Mary Murphy

612

T-1377	X42	Librarian	Clemont Crews	T-1418	X42	Librarian	William Olmo, J
T-1379	"	"	Kenneth Arckerman	T-1419	"	"	Jane Lehner
T-1382	"	"	Stanley Lowe	T-1421	"	"	Robert Michalske(F
T-1386	"	"	Daisy Fick	T-1423	"	"	Ronald Campbell
"	"	"	Josephine Hanson	T-1424	"	"	Sheila Gill
T-1392	"	"	Marilyn Bleckman	"	"	"	Catherine Moreton
"	"	"	Janet Schweifer	"	"	"	Geraldine McGowan
T-1395	"	"	Walter Belden	T-1425	"	"	Nancy Moore
"	"	"	Victor Brown	T-1427	"	"	June Halson
T-1402	"	"	Barbara Byrnes	"	"	"	Patricia Meehan
"	"	"	Lauretta Fox	T-1428	"	"	Marie Herold
"	"	"	Muriel Brown	T-1428	"	"	Charlotte Richard-son
"	"	"	Anita Motta				
T-1410	"	"	Phyllis Smith	T-1429	"	"	Patricia Lee
"	"	"	Christy McKenzie	"	"	"	Dolores Tompkins
T-1413	"	"	Marie Costello	"	"	"	Marilyn Warner
"	"	"	Regina Minudri	T-1430	"	"	Robert Lynch
"	"	"	Mildred Hedberg	T-1431	"	"	James Bristol
T-1414	"	"	Donald Cunningham	"	"	"	Victor Baumgartner
"	"	"	Bernard Uronovitz	T-1432	"	"	Moriaki Noguchi
T-1415	"	"	Eugene Soules	T-1433	"	"	Elizabeth Wright
"	"	"	John McGuire	T-1435	"	"	Clara Martino
"	"	"	Francis Downie	T-1436	"	"	George Galban
T-1416	"	"	Carl Eklund	T-1437	"	"	James McCarthy
T-1417	"	"	Dawn Panasenko	T-1438	"	"	Eugenia Groen
"	"	"	Mary Sandelin	T-1440	"	"	Patricia White
T-1418	"	"	Donald Sandelin	T-1441	"	"	Raymond Levesque
				T-1453	Jr.	Oper.	Engineer Taylor Starns (Temp.)

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X52 LIBRARY PAGE

Jean Darrow — Frank Smith — James White

X42 LIBRARIAN (part-time as needed)

Ramon Curiel	Thomas Genelli	Barbara Spagnoli
Mary Dolen	Lenard Louie	John Wong
Donald Hongisto	Jack Marchi	Peter Keegan (12/31)
Philip Gosland	John McGuire	

B222 GENERAL CLERK (p/t)

Kathryn Townsend

B210 OFFICE ASSISTANT (p/t)

Lauretta Fox (appt. X42p/t)

C52 ELEVATOR OPERATOR (p/t)

Thomas Roth (12/10)
John Pendergast (appt. X52 Page)

PUBLIC RELATIONS COMMITTEE

Chairman Mohr reviewed for the Commission the progress to date

and the hopes for future library improvement under the Library Services Act. She requested that letters be sent to Vic-President Nixon, Senators Knowland and Kuchel and Representatives Shelley and Maillard indicating the Commission's interest in and support of the Act and requesting that $5,000,000 be approved for carrying out the program which is so vital to the rural libraries of the Nation.

The monthly activities report of Miss Anne M. Farrell, Public Relations Librarian, was summarized by Chairman Mohr. Included were listings of meetings attended, articles written, speaking engagements and present and future exhibits. The staff activities in connection with the coming observance of National Library Week were also mentioned by the Chairman as was the Library's role in the San Francisco Junior Chamber of Commerce-sponsored project, "Great Decisions . . . 1958".

Chairman Mohr stated that she and Commissioner Fanucchi enjoyed attending the American Library Association mid-winter conference in Chicago, but that it had been a lot of work too. For that reason a written report on their activities at that meeting will be prepared and mailed to Commission members in the near future, the Chairman indicated.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of December 1957. File.

From Carma R. Zimmerman, State Librarian, re: progress report on the relocation of the Sutro Branch of the State Library. Acknowledge and file.

On motion duly made, seconded and unanimously passed, the meeting was declared adjourned to Tuesday, March 4, 1958.

Respectfully submitted,

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, March 4, 1958, in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Fanucchi, McGregor, Mohr, Moore, O'Brien, Schwabacher, Simon, Vavuris and Vayssie. Absent: Commissioners Haynes and Wu.

Commissioner Fanucchi moved and Commissioner Moore seconded that the minutes of the February meeting be approved and placed on file. There being no objection, it was so ordered.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi stated that a letter had been received from Mr. C. Barton Brewster, President, Free Library of Philadelphia, indicating that Mr. Emerson Greenaway, Philadelphia City Librarian, could be released for a reasonable time to perform the proposed survey of the San Francisco Public Library Department. She also informed the Commission that Mr. Greenaway had sent a telegram expressing his interest in conducting the survey.

The $7,500.00 supplemental budget request to provide funds for the survey was to be on the Board of Supervisors' Finance Committee agenda on Wednesday, March 5, 1958, Chairman Fanucchi reported. She stated that she, President Simon and Commissioner Moore would present the arguments in favor of a survey, but that any other Commission members might attend if they so desired.

LIBRARY OPERATIONS COMMITTEE

The communication from the Recreation and Park Department which contained an analysis of landscape maintenance costs was reviewed by Chairman Vavuris. He reported that several charges seemed excessive, and asked that the committee be allowed to review the matter further. Commissioner Moore suggested that commercial gardners be requested to submit estimates on the same maintenance work in order that a comparison would be available at the time the budget is under consideration by Mayor Christopher and the Board of Supervisors.

Chairman Vavuris informed the Commission that the Assembly subcommittee which had considered the request for funds to re-locate the Sutro Library had approved the measure unanimously, and that the Senate committee had taken the matter under submission in "a favorable atmosphere" according to Mrs. Carma Zimmerman, State Librarian.

Commissioner Mohr moved, Commissioner Moore seconded and by unanimous action the Commission voted to send a letter of thanks to Assemblyman Caspar W. Weinberger for his valuable assistance in

securing favorable action on the Sutro Library matter in the Assembly Budget Sub-committee.

The matter of cutting down book thefts was introduced by Chairman Vavuris. He reported that members of the committee had met with representatives of the Fire Department and Library staff in an effort to arrive at a better method of control particularly at the front entrance of the Main Library. At a second meeting attended by the City Librarian, the Secretary and representatives of the Police and Fire Departments and the Department of Public Works locksmith shop, it was agreed that the matter should be pursued, and that estimates of the cost of installing "Safe-Exit Locks" should be obtained, since they provide for emergency exits in conformity with the fire laws.

Commissioner Mohr suggested that perhaps a mimeographed slip could be inserted in books as they are checked out by patrons, the message to include information on the problem of book theft and citing the fact that it is a misdemeanor to remove materials from the library without properly charging them out.

In mentioning the fact that it is against the fire ordinance to keep the south exit to the Main Library closed, Commissioner Fanucchi stated she felt that the special emergency exit locks should be installed on that door as soon as possible.

Chairman Vavuris moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to request the following steps be taken immediately to help control book loss: set up appropriate signs indicating that it is a misdemeanor to remove materials from Library premises without having them charged out; investigate the possibility of having a guard in uniform; using every other means to educate the public to the problem involved and to seek assistance and co-operation from patrons; to ascertain cost of "Safe-Exit Locks" and to request a future supplemental budget appropriation to install them if such action is deemed satisfactory

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore announced that the supplemental budget request for the necessary additional funds for construction of the new North Beach Branch Library had been unanimously approved by the Board of Supervisors. He requested Mr. Clarke to determine when the building contractor would start construction so that the ground-breaking ceremony could be scheduled.

President Simon appointed Commissioners Fanucchi and Moore as the Ground-Breaking Committee.

Chairman Moore stated that Supervisor John Ferdon had introduced a proposed Charter amendment which would allow the Library Department to handle all of its own capital improvements and maintenance and repair expenditures. The Judiciary Committee of the Board of Supervisors will consider the matter in the near future, Chairman Moore informed the Commission.

A communication from the Director of Property was summarized by

616

Chairman Moore. It suggested the sale of a Library Department-owned surplus lot on Monterey Blvd. for the sum of $10,700.00. It was moved by Chairman Moore, seconded by Commissioner Mohr and unanimously adopted that the sale of property be approved subject only to Mr. Clarke's checking with the Director of Property on the bid price and possible greater value in the near future.

It was requested that Mr. Clarke advise the Director of Property that the Commission might still be interested in the additional land to the south of the Merced Branch Library as a parking facility if the necessary funds can be secured for its purchase.

WELFARE OF EMPLOYEES COMMITTEE

Chairman O'Brien moved, Commissioner Vavuris seconded and the Commission unanimously approved the following resolution:

RESOLUTION #70

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of February 1958 be approved:

X52 LIBRARY PAGE

Thomas Kenney Eunice Lee Deanna Papera

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1442	X42	Librn.	Edward Maloney	T-1452	X42	Librn.	Mary Sandelin(3T)
T-1443	"	"	Joan Kavanaugh	T-1455	"	"	Alice Fontenot
"	"	"	Patricia Quinn	T-1456	"	"	Gail Griffin
T-1444	"	"	Selma Stallings	T-1457	"	"	Ellen Lewis
"	"	"	Suzie Schapiro	T-1458	"	"	Stephen Negoesco
T-1445	"	"	Ralph Brady	T-1459	"	"	Malcolm Brown
T-1446	"	"	Janice Cosgrave	T-1460	B210	Off. Asst.	Marie Petros(C
T-1447	"	"	Martha Fowler	T-1461	X42	Librn.	Ronald Pimentel
T-1449	"	"	Thomas Lane	T-1461	"	"	Lloyd Spitalny
T-1450	"	"	Richard Winther	T-1462	"	"	Clemont Crews(OA)
T-1451	"	"	Maureen O'Neill	T-1463	"	"	McGruder Wilkinson

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X52 LIBRARY PAGE

Cyril Brughelli Ben Liebman Timothy Rhein
Bruce Hubley James Roeckel

X42 LIBRARIAN (part-time as needed)

Muriel Brown
Raymond Levesque

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Mohr moved, Commissioner O'Brien seconded and the Commission by unanimous action approved the following Library Department expenditures for February and the estimated expenses for March 1958, as presented by Chairman Schwabacher:

	Expenditures Feb. 1958	Est. Expenses Mar. 1958
Salaries and Wages	$92,005.28	$ 92,200.00
Contractual Services	644.69	500.00
Materials and Supplies	990.62	500.00
Books and Binding Materials	12,369.97	10,000.00
Equipment	2,480.07	---
Membership Dues	140.50	100.00
Maintenance & Repair of Buildings	3,548.00	3,548.00
Maintenance & Repair of Auto Equip.	125.00	125.00
Services of Other Departments	1,127.00	1,127.00
Reproduction Bureau	11.82	50.00
Scavenger Service	125.48	125.48
Telephone & Telegraph	188.00	188.00
Window Washing	459.34	818.50
Gasoline, Oil & Lubricants	83.49	100.00
Drygoods	13.00	---
Compensation Insurance	59.66	59.66
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	2,643.32	2,600.00
Retirement Allowance	8,244.00	8,244.00
TOTAL	$126,434.24	$121,460.64

Chairman Schwabacher requested that Commissioners be advised as soon as it is known when the Library Department budget will be considered by Mayor Christopher and the Finance Committee of the Board of Supervisors.

Commissioner Moore moved, Commissioner O'Brien seconded and the Commission voted unanimously to delete an additional $4,430.00 for certain maintenance and repair items from the 1958-59 budget.

In confirmation of previous action, Commissioner Fanucchi moved, Commissioner O'Brien seconded and the Commission voted unanimously to delete $162,425.00 from the capital improvement requests in the 1958-59 budget. (Amount composed of three items: $130,000.00 for Excelsior Branch construction; $2,425.00 for new service feature, Circulation Department, Main Library; $30,000.00 for the purchase of land for the new Bayview Branch Library.)

Commissioner Moore moved, Commissioner O'Brien seconded and the Commission voted unanimously to approve the amount of $50.00, as suggested by the City Attorney, in settlement of a claim for personal injury sustained by Miss Rowena Parsons on the steps of the Main Library.

It was moved by Commissioner Fanucchi, seconded by Commissioner

Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #69

RESOLVED That the Library Commission waive the present rule on time limitation for refund for the expired Library Deposit Card #4351, and direct the Controller to issue a warrant in the amount of $5.00 to Mr. Joe Robinson, Heald College, Van Ness Avenue at Post Street, San Francisco, California.

Commissioner Moore moved, Commissioner O'Brien seconded and the Commission by unanimous action voted to make a supplemental budget request at the appropriate time to set up funds for the employment of non-civil service part-time personnel in appropriate clerical and sub-professional classifications instead of in part-time positions requiring a percentage of the salary of X42 Librarian providing such action is in conformity with the overall appropriation contained in the budget for personnel costs.

Commissioner Fanucchi moved, Commissioner O'Brien seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #71

RESOLVED That a supplemental budget appropriation in the amount of $5,657.00 be requested to offset the deficit of that amount in the Materials and Supplies Appropriation, and to be made up by requesting release of the Materials and Supplies Reserve in the amount of $257.00, by transferring a surplus of $1,000.00 from the Equipment Appropriation and by requesting $4,400.00 from any legally available funds.

It was suggested that revised lists and cost estimates of projects to be accomplished under a future bond issue be requested following the findings of the proposed survey of the Library Department.

PUBLIC RELATIONS COMMITTEE

The monthly activities report of Miss Anne M. Farrell, Public Relations Librarian, was summarized by Chairman Mohr. Included were listings of displays arranged, meetings attended and other activities. Preparations for National Library Week, March 16-22, 1958, were covered in detail, including the fact that $200.45 had been collected during the staff food and rummage sale to defray costs of television slides, stationery and sundry supplies for Library Week and for entertainment of visiting librarians during the American Library Association conference.

Chairman Mohr mentioned the Friends of the Library meeting to be held that evening; she encouraged her fellow Commissioners to attend. She also mentioned planned activities during the ALA conference for the Friends group.

It was brought out by Chairman Mohr that it was up to the Commission to plan certain activities for Trustees and Commissioners during the ALA meeting, and that other Boards in the area have in-

dicated a willingness to co-operate in hosting a cocktail party or other attraction on Sunday evening, July 13.

Chairman Mohr moved, Commissioner Schwabacher seconded and the Commission voted unanimously to request $1,000.00 from the Chief Administrative Officer's Publicity and Advertising Fund for the general purpose outlined above.

Commissioner Schwabacher questioned certain circulation and cardholder statistics for the month of January 1958. The City Librarian explained why certain of the figures had increased while others had decreased.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of January 1958. File.

On motion duly made, seconded and unanimously adopted, the meeting was declared adjourned to Tuesday, April 8, 1958 at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, April 8, 1958, in the Commissioners' Room, Main Library.

The meeting was called to order at 2:05 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Wu.

On roll call the following were noted present: Commissioners Fanucchi, McGregor, Mohr, Schwabacher, Simon, Vavuris and Wu. Absent: Commissioners Haynes, Moore, O'Brien and Vayssie.

Commissioner Mohr moved and Commissioner Wu seconded that the minutes of the March meeting be approved and placed on file. There being no objection, it was so ordered.

The City Librarian announced that the 1958-59 Library Department budget would be considered by the Finance Committee of the Board of Supervisors at 7:45 p.m., Monday, April 21, 1958, in Room 235, City Hall.

Commissioner Wu moved, Commissioner Mohr seconded and the Commission by unanimous action voted to request the Mayor and the Board of Supervisors to waive the residence requirements for the position of X42 Librarian pursuant to the Charter amendment approved in November 1957.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi introduced to the Commission Mr. Emerson Greenaway, City Librarian of Philadelphia, and the person selected to perform the survey of the San Francisco Public Library Department. She stated that the $7,500.00 necessary to carry out the work of the survey, and the contract for Mr. Greenaway's services had been approved by the appropriate City officers and departments.

Mr. Greenaway touched upon problems of operation and administration which are of concern to many large public libraries. Discussion between Mr. Greenaway and members of the Commission followed. There was mutual agreement that the contract would not have to be redrawn, but Mr. Greenaway stated that it might not be possible for him to spend two consecutive weeks in San Francisco at the start of the survey. The Commission agreed to this point as well as to the possibility of adjusting the time of the three day consultation period at the end of the six months specified for completion of the survey to fit in with a proposed trip to Texas to be made by Mr. Greenaway at about that time. It was also agreed that Mr. Greenaway would furnish the Commission with monthly survey progress reports, that the survey matter would appear on the Commission's agenda each month and that any questions concerning the survey would be sent to Mr. Greenaway promptly.

On the basis of understanding indicated above, Chairman Fanucchi moved, Commissioner Mohr seconded and the Commission by unanimous action voted to approve the contract as submitted, to authorize President Simon

to sign the document on behalf of the Commission and to direct that following signing by President Simon and Mr. Greenaway the contract be forwarded to the Controller promptly for certification.

Chairman Fanucchi read a letter from the International Business Machines Corporation representative which contained a reminder that the delivery schedule for some IBM equipment is rather long and urging the Commission to approve ordering the necessary data processing machines for circulation control subject to confirmation after the survey by Mr. Greenaway is completed. The letter also contained an offer to co-operate with Mr. Greenaway in working on this matter.

It was moved by Chairman Fanucchi, seconded by Commissioner Schwabacher and unanimously adopted that the IBM Corporation be thanked for the letter and for the offer to assist Mr. Greenaway.

PLANNING AND DEVELOPMENT COMMITTEE

In the absence of Chairman Moore Commissioner Mohr reported on the ground-breaking ceremonies for the new North Beach Branch Library which were held on Thursday, March 27, 1958, and on the progress on construction since that date.

Commissioner Mohr referred to a letter from the Eureka District Merchants Association inquiring about the status of the request for funds for the construction of a new McCreery Branch Library. The Secretary had answered the letter, but it was requested that he inform the Association of the budget hearing before the Finance Committee of the Board of Supervisors on April 21, 1958.

It was moved by Commissioner Mohr, seconded by Commissioner Schwabacher and unanimously adopted that a new request be initiated to purchase additional land to the south of the Merced Branch Library to provide off-street parking for patrons, with the cost of the property to be financed from funds received by the recent sale of surplus Library-owned property on Monterey Blvd.

LIBRARY OPERATIONS COMMITTEE

Chairman Vavuris moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #62

RESOLVED That $833.36 be requested for the use of the Recreation and Park Department for maintaining the landscaping at the Merced Branch Library from January 1 to June 30, 1958.

Since the State Senate and Assembly are attempting to compromise differences on the 1958-59 budget, no further action has been taken on providing funds for the relocation of the Sutro Branch of the California State Library, Chairman Vavuris reported.

A communication from the Director of the Department of Public Works covering overhead costs as they apply to the installation of Safe-Exit locks on the doors of the Main Library was read by the Chairman. It

was moved by Chairman Vavuris, seconded by Commissioner Fanucchi and unanimously adopted that further consideration of the matter of installing special emergency locks be put over until the next Commission meeting. Mr. Clarke reported that no answer had yet arrived from the City Attorney relative to the question of Library guards supplying their own uniforms.

Mrs. William T. Mote' was introduced by President Simon. Her comments regarding library operation and personnel were referred to the Library Operations Committee for its consideration. The Secretary was directed to inform Mrs. Mote' of the Committee's next scheduled meeting.

Commissioner Mohr remarked upon the difficulty of entering and leaving the Main Library garage and loading area. She inquired as to the possibility of requesting the Director of the Disaster Corps to have the vehicles assigned to his department parked on other than library premises, or of having the earth mound at the driveway entrance removed for additional parking space.

Chairman Vavuris suggested that a request through the Department of Public Works to the contractor for Brooks Hall to see if he would remove the mound in order to be able to use the material as fill for the Civic Center re-landscaping.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Schwabacher moved, Commissioner Wu seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #76

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March 1958 be approved:

X52 LIBRARY PAGE

Peter McGee Arthur McGlenon Mary A. Dominguez (to X42 p-t)

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1460 B210 Off. Asst. Robert Peagler
T-1464 X42 Librn. Mason Drukman
T-1465 " " Mauraid Semple
T-1466 J54 Book Repairer Marie Petros (OA) only
T-1467 X42 Librn. Mary Ashe

C104 JANITOR (part-time)

William Cotter

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X52 LIBRARY PAGE

John Kelly
Donald Laugero

X42 LIBRARIAN (part-time as needed)

Patricia Quinn Lauretta Fox (2-10-58) EllenJane Wollak

C104 JANITOR (part-time)

Bernard Moran III

Commissioner Mohr asked if the committee would study the matter of library in-service training. The City Librarian pointed out the difficulty of scheduling such training for interested employees with the present restriction of having to utilize personnel on a forty hour, five day week. He added, however, that under the new salary ordinance which will become effective July 1, 1958 that forty hours may be worked in six days, so that personnel schedules will be more flexible and time for in-service training made possible. This change in the salary ordinance was made at the request of Mr. Clarke.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher moved, Commissioner Vavuris seconded and the Commission by unanimous action approved the following Library Department expenditures for March and the estimated expenses for April 1958:

	Expenditures March 1958	Est. Expenses April 1958
Salaries and Wages	$ 92,484.32	$ 92,500.00
Contractual Services	1,148.62	400.00
Binding	---	13,475.00
Materials and Supplies	596.79	1,000.00
Books, Cards & Binding Materials	16,442.81	8,000.00
Equipment	---	208.00
Membership Dues	175.50	75.00
Maintenance & Repair of Buildings	3,548.00	3,548.00
Maintenance & Repair of Auto Equip.	150.00	150.00
Services of Other Departments	1,127.00	1,127.00
Reproduction Bureau	30.85	10.00
Scavenger Service	125.48	125.48
Telephone & Telegraph	188.00	200.00
Window Cleaning	205.50	205.50
Gasoline, Oil & Fuel	100.00	100.00
Compensation Insurance	54.80	54.80
Branch Rentals	1,175.00	1,175.00
Heat, Light & Power	2,604.11	2,600.00
Retirement Allowance	8,244.00	8,244.00
TOTAL	$128,400.78	$134,197.78

It was moved by Chairman Schwabacher, seconded by Commissioner McGregor and unanimously adopted that the list of books on economic and political subjects in the amount of $141.11 purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Commissioner Mohr moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the following resolution:

RESOLTUION #77

RESOLVED That the Library Commission waive the present rule on time limitation for refund for the expired Library Deposit Card #4305 and direct the Controller to issue a warrant in the amount of $5.00 to Mr. Charles Colyar, Box 3600, San Francisco, California. (Residence 2623-15th Avenue, San Francisco, California.)

Chairman Schwabacher commented on the budget hearing before Mayor Christopher. He pointed out that the Library Department had been granted an increase of approximately 8%, although the items must also be approved by the Board of Supervisors. The Chairman also noted that all requests for new permanent employments had been deleted pending the results of the findings of the survey of the department. Mentioned particularly was an increase of $20,000.00 in the book budget which Chairman Schwabacher felt was particularly important, as well as the approval of certain other sifnificant amounts in the equipment, maintenance and repair and capital improvement appropriations.

PUBLIC RELATIONS COMMITTEE

The monthly activities report of Miss Anne M. Farrell, Public Relations Librarian, was summarized by Chairman Mohr. Included were references to letters of thanks directed to Miss Farrell as a result of her activities in connection with National Library Week, mention that the attendance at film programs was 1,296 during the month of March and a letter from Mr. Nat Schmulowitz expressing his pleasure at the enjoyment received by the viewers of the display of articles from the Wit and Humor Collection which bears his name.

Chairman Mohr touched upon a request to put books in the Langley Porter Clinic and asked whether the school department could participate in this endeavor.

It was moved by Chairman Mohr, seconded by Commissioner Wu and unanimously adopted that resolutions of appreciation be directed to the Pacific Telephone and Telegraph Company, radio and television stations and the Library staff for their activities and cooperation in assisting in making National Library Week a success.

A letter from Judge Lenore D. Underwood expressing her pleasure that the new North Beach Branch Library had been started after many years of discussion was read by Chairman Mohr. Also summarized was a letter from the principal of the Jean Parker elementary school in which she thanked the Library for having included members of the student body at the ground-breaking for the new North Beach Branch Library.

Commissioner Fanucchi moved, Chairman Mohr seconded and the Com-

mission by unanimous action voted to send resolutions of appreciation to all organizationswhich participated in the ground-breaking ceremonies for the new North Beach Branch Library, and to send the following resolutions to the Italian Federation of California, Inc.:

RESOLVED That the Italian Federation of California, Inc. be commended and thanked most sincerely by this Library Commission for its energetic endeavors in assisting in the planning for as well as for its able representation and participation in the ground-breaking ceremonies for the new North Beach Branch Library held on March 27, 1958.

RESOLVED That this Library Commission desires to extend its appreciation to the Italian Federation of California, Inc. for its generosity in defraying the cost of the handsome printed programs for the ground-breaking ceremonies for the new North Beach Branch Library held on March 27, 1958.

Chairman Mohr announced that in connection with a Trustees meeting to be held at San Francisco State College on May 10, a coffee hour has been planned at the Parkside Branch Library that morning. She invited all Commissioners to attend.

COMMUNICATIONS

From Assemblyman Caspar W. Weinberger, re: acknowledging letter of March 12, 1958, containing the Commission's gratitude for his efforts on behalf of securing funds for the relocation of the Sutro Branch of the State Library. File.

From Philip L. Rezos,Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of February 1958. File.

On motion duly made, seconded and unanimously adopted, the meeting was declared adjourned to Tuesday, May 6, 1958, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the postponed regular meeting of the Library Commission held Tuesday, May 27, 1958, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Schwabacher.

On roll call the following were noted present: Commissioners Fanucchi, Moore, Schwabacher, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners Haynes, McGregor, Mohr and O'Brien.

Commissioner Fanucchi moved and Commissioner Vavuris seconded that the minutes of the April meeting be approved and placed on file. There being no objection, it was so ordered.

POLICY AND PROCEDURES COMMITTEE

With reference to the survey of the Library Department, President Simon stated that he had received a letter from Mr. Emerson Greenaway who indicated his feeling that progress on the survey had been satisfactory, and that he had enjoyed talking with those members of the Commission he had been able to see during his recent stay in San Francisco. Mr. Greenaway indicated that he would return for more local work on the survey during July.

Chairman Fanucchi read Resolution No. 18,067, Public Utilities Commission, City and County of San Francisco, which states that effective June 15, 1958, the Public Utilities Commission adopts a policy, under existing Municipal Railway Advertising Contract, prohibiting political advertising in or on any of the transit vehicles of said Municipal Railway.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Vayssie summarized the following resolution and moved its adoption. Commissioner Vavuris seconded and the Commission by unanimous action approved the resolution as submitted by the City Librarian:

RESOLUTION #78

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April 1958 be approved:

X52 LIBRARY PAGE

Niles Garrett	Isabel Lindsay	John McGowan
Walter Gibbons	Pat Lynch	Dennis Nerney

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1468	X42	Librn. Mary Brunn	T-1475	X42	Librn. Alvina Quan
T-1470	"	" Jerome Kunzman	T-1476	"	" Mary Ashe (FT)
T-1471	"	" Charles Dow	T-1477	"	" Elizabeth Peterson
T-1472	"	" Frances Thompson	T-1480	B210	Office Assistant
T-1473	"	" Helen Keaveney			Mary Hand (OA)
T-1474	"	" Helen Cushman			

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X52 LIBRARY PAGE

William Hardy Richard Johnson Fred Nerney

X42 LIBRARIAN (part-time as needed)

William J. Olmo, Jr.
Martha Overton

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher summarized the action taken by the Board of Supervisors in regard to the 1958-59 Library Department budget requests. He commented particularly on the deletion of funds for the construction of a new McCreery Branch Library and for the installation of proper lighting in the reading and work areas of certain older branch libraries as well as on the $20,000.00 reduction in the book appropriation. Discussion followed on the proper manner and time to submit a supplemental budget on each of these items so that they may be reconsidered and favorable action taken by the Board of Supervisors.

Commissioner Fanucchi moved, Commissioner Vavuris seconded and by unanimous action the Commission voted to request that a special committee be set up to study particularly the three budgetary items commented upon by Chairman Schwabacher. President Simon indicated that he would appoint such a committee at the next Commission meeting which is scheduled to be held June 10, 1958.

Commissioner Fanucchi moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the following Library Department expenditures for April and the estimated expenses for May 1958:

	Expenditures April 1958	Est. Expenses May 1958
Salaries and Wages	$ 90,265.64	$ 90,275.00
Contractual Services	816.99	300.00
Library Survey	7,500.00	---
Binding	13,475.00	---
Materials and Supplies	385.54	1,000.00
Books	5,989.74	3,565.00

Equipment	208.00	---
Membership Dues	49.90	30.00
Maintenance & Repair of Buildings	3,548.00	3,548.00
Maintenance & Repair of Auto Equip.	131.11	125.00
Services of Other Departments	1,127.00	1,127.00
Reproduction Service	1.15	100.00
Scavenger Service	125.48	125.48
Telephone & Telegraph	203.00	203.00
Window Washing	438.84	440.50
Gasoline	100.00	110.00
Drygoods	---	54.00
Compensation Insurance	50.00	50.00
Branch Rentals	1,175.00	1,175.00
Heat, Light & Power	2,604.11	2,600.00
Retirement Allowance	8,244.00	8,244.00
TOTAL	$136,438.50	$113,071.78

It was moved by Commissioner Fanucchi, seconded by Commissioner Vavuris and unanimously adopted that the list of books on economic and political subjects in the amount of $82.93 purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved:

LIBRARY OPERATIONS COMMITTEE

In answer to a request from the Commission the City Attorney submitted Opinion No. 1259, dated May 22, 1958, which reads in part:

"If the Library Commission determines in the exercise of the discretion placed upon it by the Charter, that it is in the best interest of the city and county and the public that the C152 Watchmen at the Main Library would render more efficient service if they were identifiable by virtue of a uniform garb, it could properly enact such a rule under the authority of Section 19, supra. The enactment of such a rule would require the incumbents of the position to acquire the necessary uniforms at their own expense, just as they are at present required to purchase the clothing they wear while on duty."

Chairman Vavuris, who read the opinion in full, introduced Mr. John Jeffery, representative of the union to which Library watchmen belong. Mr. Jeffery stated that to compel watchmen to supply and maintain uniforms at their own expense would impose an economic hardship on them and would have the effect of reducing their salaries. The Commission agreed to give the matter additional study before determining a course of action.

The matter of the relocation of the Sutro Branch of the State Library was next introduced by Chairman Vavuris. After discussion, Commissioner Fanucchi moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted to request the City Librarian to contact the State Librarian relative to proposed action on this matter and particularly whether a supplemental budget appropriation will be requested by the State Library to carry out relocation plans.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reported that construction on the new North Beach Branch Library was ahead of schedule with framework up to the first floor level and with quite a bit of brick work completed.

On the matter of the purchase of additional land at the Merced Branch Library to be used for off-street parking, Chairman Moore informed the Commission that the supplemental budget request which had been submitted to cover the purchase of the property had been held up at the request of Mr. Clarke until Mayor Christopher returned to his desk. President Simon indicated that he would appoint a special committee to wait upon the Mayor and discuss this matter with him.

BOOKS AND ART COMMITTEE

Chairman Vayssie commented upon a published suggestion that branch libraries be used for the display of works of art. It was pointed out that certain branches which lend themselves to art exhibits have been utilized for this purpose in the past. The Chairman recommended tabling action on the matter, but that when feasible travelling art exhibits might be shown in library branches.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

The Department of Public Works is in the process of securing bids for lettering the hours of operation on the doors of all branch libraries presently in need of having this work done, Chairman Wu reported. He pointed out that in many cases the information is presently set forth on a typewritten card, and that a uniform and neater appearance would result when the work on this project is completed.

PUBLIC RELATIONS COMMITTEE

In the absence of Chairman Mohr, Commissioner Fanucchi read a copy of the letter which had been directed to all Library Commissions and Boards of Trustees in northern California asking for financial assistance to carry out proposed Trustee activities in connection with the American Library Association conference to be held in San Francisco in July.

COMMUNICATIONS

From Dorothy E. Walker, 16 Linda Street, Apt. 4, San Francisco, re: replacement of the McCreery Branch Library. Acknowledge and file.

From Philip L. Rezos, Director of Property, re: rental collections for Library-owned premises at 45 Hyde Street for the months of March and April 1958. File.

On motion duly made, seconded and unanimously adopted, the meeting was declared adjourned to Tuesday, June 10, 1958, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, June 10, 1958, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, Moore, Schwabacher, Simon, Vavuris and Wu. Absent: Commissioners McGregor, Mohr, O'Brien and Vayssie.

Commissioner Moore moved and Commissioner Vavuris seconded that the minutes of the previous meeting be approved and placed on file. There being no objection it was so ordered.

The City Librarian reported that members of the 1958 Grand Jury had called upon him on Monday, June 9, 1958, and that they indicated an interest in inspecting the Main and branch libraries at an early date and in attending the next regular Library Commission meeting.

Commissioner Schwabacher introduced his guest, Mr. Bern Dibner, President of the Burndy Corporation of Connecticut.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi read the first progress report covering work done on the Library Department survey by Mr. Emerson Greenaway when he was in San Francisco, April 28 - May 9, 1958. Interviews, visits to branch libraries and meetings attended were mentioned in the report. Mr. Greenaway indicated in his covering letter addressed to President Simon that in his opinion the reports should be brief, and, unless there was something unusual, without comment. The Secretary was instructed to place all survey reports on file.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Vavuris moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #79

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of May 1958 be approved:

X52 LIBRARY PAGE

Dean Christianson Kenneth Christensen William Jacobs

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

(Next page)

X42 LIBRARIAN

T-1478 Helen Dunham
T-1479 Monabarrie Sheehan
T-1482 John McGowan
T-1483 Rose Milber
T-1484 Vernon Smith
T-1486 Barbara Mungari
Exempt-Milton Murayama

B210 OFFICE ASSISTANT

T-1481 Edna Graves (OA)
T-1485 Eleanor Decker (OA)

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X52 LIBRARY PAGE

David Hirsch
Roger Wooley
John McGowan
Benn Sah
Walter Echo
Lorna Farr
Marie Petros

X42 LIBRARIAN (part-time as needed)

Ronald Pimentel
McGruder Wilkinson
Ronald Campbell

B210 OFFICE ASSISTANT

Marvin Holland
Maric Hand (OA)
Robert Peagler

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reported that the sub-flooring had been placed over most of the first floor level at the new North Beach Branch Library. He also stated that the brick work on the east wall of the building had reached a height of about seven feet and that the project architects had indicated that construction is somewhat ahead of schedule.

It was moved by Commissioner Schwabacher, seconded by Commissioner Vavuris and unanimously adopted that the following resolution by approved:

RESOLUTION #81

RESOLVED That the modification of contract under date of May 22, 1958, which results in a credit of $783.34 on the construction of the new North Beach Branch Library be accepted.

Commissioner Schwabacher moved, Chairman Moore seconded and the Commission by unanimous action voted to request the City Librarian to contact Mr. Greenaway relative to his opinion as to the need for additional land at the Merced Branch Library to provide parking area as well as the need for new lighting in the reading areas at certain branch libraries, and to request that the Director of the Department of Public Works be asked to have tests made of the present level of light at these same branches.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Vavuris moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the following Library Department expenditures for May and the estimated expenses for June 1958:

	Expenditures May 1958	Est. Expenses June 1958
Salaries & Wages	$ 88,528.75	$ 90,000.00
Contractual Services	726.37	15.00
Materials & Supplies	1,055.72	365.00
Books	24,386.41	14,443.00
Membership Dues	32.50	18.00
Maintenance & Repair of Buildings	3,548.00	3,552.00
Maintenance & Repair of Auto Equip.	82.07	225.00
Services of Other Departments	1,127.00	1,127.00
Reproduction Service	5.05	30.00
Scavenger Service	125.48	125.48
Telephone & Telegraph	200.00	213.00
Window Washing	580.18	205.50
Gasoline, Oil, Fuel	115.10	233.00
Drygoods	---	60.00
Compensation Insurance	100.00	100.00
Branch Rentals	1,175.00	1,175.00
Heat, Light & Power	2,930.21	2,800.00
Retirement Allowance	8,000.00	8,000.00
TOTALS	$132,717.84	$122,686.98

It was moved by Commissioner Vavuris, seconded by Commissioner Fanucchi and unanimously adopted that the list of books on economic and political subjects in the amount of $108.95 purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Chairman Schwabacher moved, Commissioner Moore seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #80

RESOLVED That a supplemental budget request in the amount of $10,372.00 be initiated to make sufficient additional funds available in appropriation 8.631.130.000, WAGES, to offset the increased salary of X42 Librarian Classification from $370.00 to $390.00 per month.

It was reported by Chairman Schwabacher that $11,500.00 worth of United States government bonds purchased from Fuhrman Bequest funds, the income from which accrues to the Library Department, have been called for redemption in September 1958. The Chairman agreed to study the matter of the reinvestment of the funds involved with emphasis on a long term, best yield situation.

LIBRARY OPERATIONS COMMITTEE

Following the re-introduction by Chairman Vavuris of the matter of guards at the Main Library supplying uniforms to be worn while on duty and discussion of the issues involved, Commissioner Moore moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted that the City Librarian direct the guards to provide standardized armbands and caps only at their expense.

Chairman Vavuris summarized for Mr. Dibner the problems involved in the proposed relocation of the Sutro Branch of the California State Library. Mr. Clarke stated that although the letter he wrote to the State Librarian following the previous Commission meeting contained the suggestion that the State Library seek the funds necessary for relocation in the form of a supplemental budget request, no answer had been received from Sacramento. Commissioner Fanucchi suggested following up on the matter with a phone call to Mrs. Zimmerman.

BOOKS AND ART COMMITTEE

The Committee reported progress.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Wu reported progress for his Committee.

PUBLIC RELATIONS COMMITTEE

In the absence of Chairman Mohr, Commissioner Moore presented the Committee report. He circulated the activities statement and correspondence furnished by Miss Anne Farrell, Public Relations Librarian.

Commissioner Schwabacher suggested that Miss Farrell be invited to present her regular report verbally at a future meeting, since it was obvious that she spends much time and effort in representing the Library Department at various meetings and other activities. Mr. Clarke stated that he would invite Miss Farrell to a meeting soon.

COMMUNICATIONS

From Commissioner Rose M. Fanucchi, re: thanking her fellow Commissioners for the floral tribute sent upon the occasion of the recent death of her brother.

After discussion concerning the necessity of holding a meeting of the Commission in July, it was duly moved, seconded and unanimously approved that the meeting be adjourned to Tuesday, August 5, 1958 at 3:30 p.m. with the understanding, however, that a special meeting might be called in July if it proved necessary.

Respectfully submitted,

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, August 12, 1958, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Fanucchi, Mohr, Moore, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners Haynes, McGregor, O'Brien and Schwabacher.

Commissioner Fanucchi moved and Commissioner Mohr seconded that the minutes of the June meeting be approved and placed on file. There being no objection, it was so ordered.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi stated that no survey progress report had been received from Mr. Greenaway since the June meeting of the Commission.

WELFARE OF EMPLOYEED COMMITTEE

In the absence of Chairman O'Brien, Commissioner Mohr moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #82

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of June 1958 be approved:

C52 ELEVATOR OPERATOR

George W. Cahill (OA)

X42 LIBRARIAN, Part-time (Form 1078)

Austin P. Keegan

X52 LIBRARY PAGE (Form 1078)

Jeanne Christo	Richard Quinn	Richard Sah
Kevin McCarthy	Lurene Reynolds	Steve Salis
	Joseph Shea	

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Req.	Name	Req.	Name
1488	Patricia Hogue	1489	Natalie Hughes
"	Frances Collins	1490	Kenneth J. Ackerman
"	Mary J. Murphy	1491	Robert E. Boldt
1489	Diane Populus	1492	Daisy D. Fick

Req.	Name
1492	Josephine C. Hansen
1493	Victor C. Brown
"	Marie C. Norton
1494	Jo Ann Chew
"	Loretta Krebs
1495	Barbara Byrnes
"	Anita L. Motta
1496	Marie Costello
"	Regina Minudri
"	Mildred Hedberg
1497	Dawn Panasenko
"	Mary Sandelin
1498	Bernard Uronovitz
1499	Eugene Soules
"	Francis Downey
1500	Earl J. Eklund
1501	Jane C. Lehner
1502	Helen T. O'Shea
"	Thelma Chrisman
"	Mary Egan
1503	Marie Herold
"	Charlotte Richardson
1504	Patricia Lee
"	Dolores Tompkins
"	Marilyn K. Warner
1505	Robert Lynch
1506	Moriaki Noguchi
1507	Elizabeth Wright
1508	Stanley Lowe
1509	Marilyn Blechman
"	Janet Bisharat
1510	Nancy Moore
1511	June Halson
1511	Patricia Meehan
1512	James C. Bristol
"	Victor Baumgartner
1513	Clara S. Martine
1514	George F. Galban
1515	James M. McCarthy
1516	Phyllis Smith
"	Sheila Gill
"	Catherine Moreton
"	Geraldine McGowen
1517	Christy Ann McKenzie
1518	Eugenia K. Green
1519	Barbara Cox
"	Joan Courtney
"	Jo Ann Forsell
"	Julia Chase
"	Theresa Thompson
"	Claudette Del Secco
1520	Patricia W. White
1521	Joan Kavanaugh

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X42 LIBRARIANS, Part-time

Walter Belden	Maureen O'Neill
Natalie Hughes	Diane Populus

X52 LIBRARY PAGE

Kenneth Christensen	Dave Hefflefinger	Paul Polasky
James Dillon	William F. Jacobs	Judy Reali
Leonard Duggan	Richard Johnson	Janice Schneider
Carolyn Fannucci	Isabel Lindsay	Ronald Zolezzi
Gary Graziani		

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of July 1958 be approved:

C52 ELEVATOR OPERATOR

James K. Andronis (OA)

X42 LIBRARIAN, Part-time (Form 1078)

Clemont Crews
Teresa DeBellis
Lynne DeRoy
Mary A. Dolen
Elizabeth Henderson
Joan Madden
Edward Maloney
Noreen C. Moore
Joanne L. Nelson
Marilyn J. Pighetti

X52 LIBRARY PAGE (Form 1078)

Jillian Ayoob
Corinne Corbelli
Roy Giessler
Thalia Klimo
Bert A. Metcalf
John C. Moran
Robert Musante
John P. O'Shea
Edward M. Powers
Linda S. Setzer
Gerald W. Trainor
Darnielle Toy
Maureen O'Connor

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Req.	Name	Req.	Name
1522	Ralph Brady	1532	Edward Maloney (OA)
1523	Robert Michalske	"	Frank C. Evans
1524	Austin P. Keegan	1536	Mary A. Dominguez
1525	Richard Winther	1537	Malcolm Brown
1526	Suzie Schapiro	1538	Lloyd Spitalny
"	Selma Slattery	1539	Clemont Crews (OA)
1527	Thomas Lane	"	Donald R. Hongisto
1528	Janice Cosgrave	1540	Ellen Lewis
1529	Martha Fowler	1541	Steven Negoesco
1531	Gail Griffin		

B210 OFFICE ASSISTANT

1530 Ben Liebman (OA)

B222 GENERAL CLERK

1533 Eugene Zahnow(OA) 1535 Eleanor Decker(OA) 1535 Edna Graves(OA

C102 JANITRESS

1534 Estella Knowles (OA)

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

C52 ELEVATOR OPERATOR

George W. Cahill (OA)

X42 LIBRARIAN (Part-time)

Vernon Smith

X52 LIBRARY PAGE

Walter Gibbons Terry Norton Roy Repak

Commissioner Mohr requested that the Commission be provided with a quarterly listing of new permanent employees, transfers and resignations. The Secretary stated that he would provide the information.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reported that the new North Beach Branch Library was progressing rapidly, and that the project should be completed by October 1, 1958 despite the strike of glaziers which prevented installation of glass on schedule. He added that the branch should be in operation around November 1 with the formal dedicatory ceremonies to be held about that date at the convenience of Mayor Christopher.

It was moved by Chairman Moore, seconded by Commissioner Fanucchi and unanimously adopted that the name of the new extension by confirmed as the North Beach Branch Library.

Commissioner Mohr moved and Commissioner Vavuris seconded that the extension located at 1141 Powell Street be re-designated as the Chinatown Branch Library. The motion was approved by unanimous action.

Chairman Moore reported that the option on the forty feet of property to the south of the Merced Branch Library had expired on July 31, 1958. He added, however, that the Library Department was not informed of this fact until July 24, and that it was then too late to carry forward the necessary steps to secure the property for the price agreed to in the option document.

Referring back to the matter of the dedication of the North Beach Branch Library, Chairman Moore asked that thought be given to presenting special commemorative library cards to the citizens of the North Beach area who aided the Library Commission in finally assuring the construction of the new branch.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Schwabacher, Commissioner Moore moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the following Library Department expenditures for June and July and the estimated expenses for August 1958:

	Expenditures June 1958	Expenditures July 1958	Est. Expenses August 1958
Salaries & Wages	$ 88,550.95	$101,263.10	$102,000.00
Contractual Services	237.80	4,974.76	5,000.00
Binding	---	5,000.00	---
Materials & Supplies	368.95	2,729.75	2,500.00
Books, Bind. Mat., Cat. Cards	13,818.50	5,463.93	15,000.00
Equipment	---	---	10,000.00
Membership Dues	---	32.50	100.00
Maint. & Repair of Buildings	3,552.00	5,045.00	5,045.00
Maint. & Repair of Auto Equip.	118.69	34.36	100.00
Services of Other Departments	1,127.00	1,250.00	1,250.00
Reproduction Service	26.30	14.60	30.00
Scavenger Service	125.48	125.48	125.48
Telephone & Telegraph	200.00	200.00	200.00

Window Washing	818.50	777.00	199.00
Gasoline, Oil & Fuel	100.00	444.45	100.00
Dry Goods	55.99	26.00	20.00
Compensation Insurance	292.79	60.00	60.00
Branch Rentals	1,175.00	1,175.00	1,175.00
Heat, Light & Power	2,198.95	2,260.91	2,250.00
Retirement	7,838.00	8,536.00	8,536.00
TOTALS	$120,604.90	$139,412.84	$153,690.48

It was moved by Commissioner Mohr, seconded by Commissioner Fanucchi and unanimously adopted that the list of books on economic and political subjects in the amount of $2,189.40 purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Commissioner Mohr moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the settlement of a claim against the City and County (Library Department) in the amount of $2,650.00 for the sum of $225.00, and of a claim in the amount of $2,550.00 for the sum of $75.00 upon the recommendation of the City Attorney's Office.

Pursuant to a request from the Clerk of the Board of Supervisors that a supplemental budget request be initiated for the purpose of improving lighting in two departments of the Main Library and in four branch libraries, the Department of Public Works has taken light meter readings and will submit the supplemental budget request, Commissioner Moore reported. He asked the Secretary to obtain from the Department of Public Works a commitment as to when the supplemental budget request would be submitted.

Commissioner Moore stated that Chairman Schwabacher had been working on certain details of a proposed Library Department bond issue, as well as giving consideration to the re-investment of the funds to be available from the calling of certain United States government bonds.

LIBRARY OPERATIONS COMMITTEE

Chairman Vavuris informed the Commission that the guards at the Main Library were now wearing appropriate armbands and caps while on duty. He stated also that warning signs were being made for the entrance doors with the message that all books taken from the library must be properly checked out.

After some general discussion about the continuing maintenance problems posed by the heavy use of the public rest rooms in the Main Library, President Simon directed the Secretary to prepare a letter for his signature to be directed to Mayor Christopher requesting that the appropriate departments give consideration to the inclusion of public convenience stations as a part of the Civic Center garage projec

President Simon indicated that in his opinion the matter of the re-location of the Sutro Branch of the California State Library should be given close attention again. He suggested that since the State has not provided the necessary funds for the removal of the collection to the quarters offered by the Commission in the Main Library that rent

should be charged for the areas now occupied. Discussion on the matter followed, and in line with Commissioner Moore's suggestion it was finally agreed that the entire matter should be pursued following the November election when it is known who will represent San Francisco in the State Legislature. However, the Secretary was asked to ascertain what procedure is necessary to propose a State supplemental budget appropriation with specific reference to securing funds for the re-location of the Sutro collection.

BOOKS AND ART COMMITTEE

Chairman Vayssie stated that the Art Commission had withdrawn its request asking for permission to embellish the narrow wall between the reading and browsing rooms of the new North Beach Branch Library.

A letter from Mr. Ernest Schnabel was summarized by Chairman Vayssie. In line with its content regarding mutilation of books and other materials, Commissioner Mohr moved and Commissioner Moore seconded that the City Librarian be directed to ascertain how prevalent this problem is in the library system. There being no objection, it was so ordered.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Wu reported progress for his committee.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr reported that almost 4,300 registered delegates attended the American Library Association Conference with 200 of that number being Trustees and Commissioners. She indicated that the convention had been most successful and that the post-conference meeting in Hawaii, attended by 91 delegates, had also been interesting and informative.

A letter from Mr. Walter G. Swanson, Vice President and General Manager of the San Francisco Convention and Visitors Bureau, was read by Chairman Mohr. Pursuant to the request contained in Mr. Swanson's communication, Chairman Mohr moved, Commissioner Moore seconded and the Commission voted unanimously to extend an invitation to the ALA to hold its Annual Conference in San Francisco in 1962.

The activities report for June and July provided by Miss Anne M. Farrell, Public Relations Librarian, was summarized by Chairman Mohr. Programs and exhibits, correspondence with a number of organizations and other highlights of the public relations program were referred to by the Chairman.

Commissioner Vayssie moved, Commissioner Moore seconded and by unanimous action the Commission voted to extend its gratitude to Commissioners Mohr and Fanucchi for their outstanding efforts in planning and carrying out the Trustee program during the ALA Conference, and that the meeting be adjourned in respect to Mrs. Mohr, one of only two recipients of the coveted Trustee Citations for 1958.

Commissioner Fanucchi thanked her fellow Commissioners for their efforts in helping to host the Trustee activities.

COMMUNICATIONS

From Mr. Martin R. Lehrberger, Principal; and Miss Pauline L. Mahon, Assistant Principal, Sir Francis Drake School, re: Expression of gratitude for the continued Bookmobile service provided at the Sir Francis Drake School during the last school year. Acknowledged. File.

From Mr. Philip L. Rezos, Director of Property, re: rental collections for Library-owned premises at 45 Hyde Street for the months of May and June 1958. File.

On motion duly made, seconded and unanimously adopted, the meeting was declared adjourned, in conformity with the resolution of commendation for Mrs. Mohr, to Tuesday, September 2, 1958, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, September 2, 1958, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:45 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Mohr.

On roll call the following were noted present: Commissioners Fanucchi, Mohr, Schwabacher, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners Haynes, McGregor, Moore and O'Brien.

Commissioner Schwabacher moved and Commissioner Vavuris seconded that the minutes of the August meeting be approved and placed on file. There being no objection, it was so ordered.

LIBRARY OPERATIONS COMMITTEE

Chairman Vavuris introduced Mr. Chauncey McKeever, a director of the Great Books Foundation. Mr. McKeever and members of the local Foundation staff requested that the Commission consider making space available in Library Department buildings for use by Great Books discussion groups.

Following general discussion, Chairman Vavuris moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted to make suitable areas in Library Department buildings available for the use of Great Books discussion groups provided that the premises be used during regular library hours and that the groups not impose unnecessary additional work on the professional or janitorial employees of the Department.

A communication from Mayor Christopher was read by Chairman Vavuris. It was in answer to the Commission's request that consideration be given to including underground public convenience stations in the plans for the Civic Center Garage. Since Mayor Christopher's letter stated that he would forward the Commission's request to Chief Administrative Officer Chester MacPhee, the Secretary was instructed to write to Mr. MacPhee amplifying upon the great need for the suggested facilities.

Mr. Clarke thanked the members of the Commission for the flowers and messages he received while confined in the hospital.

PLANNING AND DEVELOPMENT COMMITTEE

In the absence of Chairman Moore, the City Librarian reported that the following permanent employments had been approved for the North Beach Branch Library: a Head Librarian, a Senior Librarian and a Janitor. The additional permanent librarian positions will be requested again after the branch has opened and the circulation has stabilized, Mr. Clarke informed the Commission.

Mr. Clarke stated that according to the contractor the North Beach Branch Library should be completed on or about October 1, 1958.

He added that all of the glass had been installed and the plasterboard applied to the ceiling areas.

The furniture plan for the new branch was explained by Mr. Clarke. He indicated that the design of the pieces was similar to that used at the Merced Branch, and that the delivery of furniture should permit the branch to be in operation around November 15, 1958.

The books for the North Beach Branch Library are being received daily and many have already been processed, the City Librarian said. In addition, he reported that all of the book stock at the Chinatown Branch Library had been re-stamped with the new branch designation.

Commissioner Schwabacher suggested that in order that all Commissioners who have not yet inspected the North Beach Branch Library be afforded the opportunity to do so, that a future Commission meeting be held there. It was decided that the November Commission meeting should be held at the new branch.

President Simon appointed Commissioners Fanucchi and Moore to serve as co-chairmen of the dedicatory ceremony for the North Beach Branch Library. Commissioners Mohr, Vavuris and Wu were asked to serve as committee members.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi reported progress.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Vavuris moved, Commissioner Wu seconded and the Commission by unanimous action voted to approve the following Library Department expenditures for August and the estimated expenses for September 1958:

	Expenditures August 1958	Est. Expenses September 1958
Salaries and Wages	$101,726.38	$101,750.00
Contractual Services	410.42	500.00
Materials and Supplies	758.94	1,000.00
Books, Bind. Mat., Cat. Cards	21,307.48	25,000.00
Equipment	73.02	1,000.00
Membership Dues	5.00	25.00
Maintenance & Repair of Buildings	5,045.00	5,045.00
Maintenance & Repair of Auto Equip.	100.00	100.00
Services of Other Departments	1,250.00	1,250.00
Reproduction Service	38.90	25.00
Scavenger Service	125.48	125.48
Telephone & Telegraph	200.00	200.00
Window Washing	199.00	199.00
Gasoline, Oil & Fuel	100.00	100.00
Automobile Insurance	134.05	---
Compensation Insurance	66.90	66.90
Pension and Retirement	8,536.00	8,536.00
Health Service	---	---

Branch Rentals		1,175.00	1,175.00
Heat, Light & Power		2,260.00	2,260.00
	TOTALS	$143,511.57	$148,357.38

It was moved by Commissioner Fanucchi, seconded by Commissioner Wu and unanimously adopted that the list of books on economic and political subjects in the amount of $252.34 purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Chairman Schwabacher reported that the supplemental budget request for new lighting in the Periodical and Order Departments and in the reading areas of the Sunset, Richmond, Mission and Presidio Branch Libraries had been approved by the Chief Administrative Officer. He added, however, that work on the projects could not commence until an accrued surplus was on hand and that it was still too soon after the start of the fiscal year for this to have happened. The Secretary was instructed to report on the progress on this matter at the October meeting.

After a review of the Fuhrman Bequest Fund provisions by Mr. Clarke, Chairman Schwabacher recommended that the $11,500.00 which the Library Department will receive from certain United States bonds, which have been called, be re-invested in 3 7-8% United States Treasury bonds with a maturity date of November 15, 1974.

Commissioner Vavuris moved, Commissioner Mohr seconded and by unanimous action the Commission voted to request the City Treasurer to purchase the bonds suggested.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Wu informed the Commission that the handrails had been strengthened and re-installed on the central stairway of the Main Library. Roof repairs have been performed at both the Sunset and Park Branches, Chairman Wu added, and a new rear fence will soon be constructed at the Chinatown Branch.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Mohr moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #83

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of August 1958 be approved:

C52 ELEVATOR OPERATOR	C102 JANITRESS
Richard Kirby (OA)	Estella Knowles (OA)

X42 LIBRARIAN, Part-time

Req.	Name
1542	Leonard Louie
1543	Mauraid Semple
1544	Stephen Negoesco
1078	Clemont Crews
1078	Mason Krukman

X52 LIBRARY PAGE (Form 1078)

Michael Allen	Patrick McCloy
Paul Altorfer	Bernard Norton
Ellen Arata	James O'Sullivan
Christopher Commins	Joseph Ryan
Marilyn Duggan	Richard Smith
Maureen Hunter	Michael Walsh
William Johnson	Albert Welchert

AND FURTHER That the following resignations of non-civil service part-time and temporary appointments be accepted:

X42 LIBRARIAN, Part-time

Janet Bisharat	Elizabeth Henderson
Gail Griffin	Noreen Moore
Thelma Chrisman	Joanne Nelson
Frank Evans	

X52 LIBRARY PAGE, Part-time

Bill Ayoob	Joseph O'Sullivan
Phyllis Engler	Lurene Reynolds
Niles Garret	Alexander Schwarz
Thalia Klimo	Joseph Shea
Arthur McGlenon	Darnielle Toy
Maureen O'Connor	Gerald Trainor
John O'Shea	Steven Wolfe

C52 ELEVATOR OPERATOR

James K. Adronis (OA)

On the motion of Commissioner Mohr, seconded by Commissioner Vayssie and unanimously adopted the Secretary was directed to prepare suitable resolutions appropriate to the recent retirement of Mrs. Theresa Siebe, Miss Eileen Hamilton and Miss Margaret Foley and the impending retirement of Miss Edna Barnes from the service of the Library Department.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr reported progress for her committee. She asked that consideration be given very soon to the naming of delegates to the California Library Association Conference to be held in Long Beach, California, October 28-November 1, 1958.

The City Librarian referred to the mutilation of books which had been discussed at the August meeting of the Commission. He stated that it was considerable, and that he would have a report on the matter at the October meeting of the Commission.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: rental collections for Library-owned premises at 45 Hyde Street for the month of July 1958. File.

Commissioner Vavuris moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted to adjourn the meeting until 3:30 p.m. Tuesday, October 7, 1958.

Respectfully submitted,

Frank A. Clarvoe, Jr.
Secretary

617

Proceedings of the regular meeting of the Library Commission held Tuesday, October 7, 1958, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Haynes.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, Mohr, Moore, Schwabacher, Simon, Vayssie and Wu. Absent: Commissioners McGregor, O'Brien and Vavuris.

Commissioner Mohr moved and Commissioner Vayssie seconded that the minutes of the September meeting be approved and placed on file. There being no objection, it was so ordered.

LIBRARY OPERATIONS COMMITTEE

In the absence of Chairman Vavuris, Commissioner Vayssie presented the Committee report. He read a copy of the communication directed to the Chief Administrative Officer which contained the Commission's request to provide underground convenience stations as a part of the Civic Center Garage project. Commissioner Vayssie reported that no answer had been received from the Chief Administrative Officer. Commissioner Mohr stated that the Recreation and Park Department would be in charge of the beautification of the Civic Center above the garage proper, and that a request for the desired facilities should be directed to that Department. The Secretary was instructed to write a letter setting forth the Commission's views in this matter.

BOOKS AND ART COMMITTEE

Chairman Vayssie informed the Commission that 13,275 volumes worth $37,158.14 had been ordered for the North Beach Branch Library. Mr. Clarke added that the collection had been processed and was ready to be delivered as soon as the branch was completed.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reported that he, Commissioner Fanucchi and President Simon had inspected the North Beach Branch Library on Thursday, October 2, and that they were very pleased and impressed with the progress on construction as well as with the design of the building. Several items had been delayed in shipment because of strikes, but the branch should be completed by November 15, 1958, the Chairman stated. He added that he would telephone the Purchaser of Supplies in order to expedite the delivery of the furniture for the branch.

Chairman Moore moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted to instruct the Secretary to write to the Chief of Police requesting that Mason Street between Columbus and Lombard Streets be closed on the day of the dedication of the North Beach Branch Library so that the ceremonies could be conducted there.

POLICY AND PROCEDURES COMMITTEE

The latest Library survey progress reports furnished by Mr. Greenaway were summarized by Chairman Fanucchi. Following some discussion the Chairman moved, Commissioner Haynes seconded and the Commission by unanimous action voted to request that prior to the submission of the final survey report Mr. Greenaway may confer with Commission members if additional data be needed, but not in reference to specific survey recommendations; that pursuant to Section 7 of the survey contract the final survey report including all recommendations be submitted to the Commission following which the Commission would confer with Mr. Greenaway.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Moore moved, Commissioner Mohr seconded and the Commission by unanimous action voted to approve the following Library Department expenditures for September and the estimated expenses for October 1958:

	Expenditures September 1958	Est. Expenses October 1958
Salaries and Wages	$101,483.96	$102,000.00
Contractual Services	956.61	850.00
Materials and Supplies	2,503.25	2,500.00
Books, Binding Mat., Catalog Cards	21,192.24	25,000.00
Equipment	373.81	18,000.00
Membership Dues	6.50	10.00
Maintenance & Repair of Buildings	5,045.00	5,045.00
Maintenance & Repair of Auto Equip.	80.43	100.00
Services of Other Departments	1,250.00	1,250.00
Reproduction Service	21.01	20.00
Scavenger Service	125.48	125.48
Telephone & Telegraph	200.00	200.00
Window Washing	199.00	658.00
Gasoline, Oil & Fuel	100.00	100.00
Drygoods	---	---
Compensation Insurance	165.00	165.00
Fidelity Insurance	---	---
Pension and Retirement	8,536.00	8,536.00
Health Service	---	---
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	2,384.84	2,400.00
TOTALS	$145,798.13	$168,130.48

Commissioner Vayssie moved, Commissioner Moore seconded and the Commission by unanimous action voted to confirm the prior approval of the following resolution:

RESOLUTION #84

RESOLVED That Modification of Contract #2, North Beach Branch Library, providing for the installation of re-located water line at an additional cost of $179.17 be approved.

Commissioner Moore moved, Commissioner Haynes seconded and the Commission by unanimous action voted to adopt the following resolution:

RESOLUTION #85

RESOLVED That Modification of Contract #3, North Beach Branch Library, providing for a credit and subsequent reduction in contract price by the amount of $81.10 be approved.

Commissioner Moore moved, Commissioner Vayssie seconded and the Commission by unanimous action voted to approve a proposed modification of contract, North Beach Branch Library, to provide for the installation of wooden sliding doors to close off the basement area to be used for the storage of janitorial materials.

Commissioner Moore moved, Commissioner Vayssie seconded and the Commission by unanimous action voted to request the City Librarian to make certain that the contractor for the North Beach Branch Library corrects the existing patio paving.

In regard to the communication from the Director of the Department of Public Works advising the Commission that no funds are available for certain lighting projects approved as a supplemental budget item, the Secretary was directed to instruct the Controller to retain the request until funds are available later in the fiscal year.

Commissioner Mohr moved, Commissioner Wu seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #86

RESOLVED That by this action the San Francisco Public Library be permitted to accept contributions of cash, books or other materials not to exceed $100.00 in value for the purpose of improving library holdings or service.

The Secretary advised the Commission that the City Treasurer had invested $10,000.00 received from called government bonds in a new issue of United States bonds, in line with the suggestion made by Chairman Schwabacher.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Mohr reported for the Committee. She called attention to the list of new permanent appointments, promotions, retirements and reassignments.

Commissioner Mohr moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #87

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October 1958 be approved:

C52 ELEVATOR OPERATOR

Tambaklis, George (OA)

C52 ELEVATOR OPERATOR, Part-time

Kirby, Richard

X42 LIBRARIAN (OA)

Hagopian, Caryl (P-5)
Sandelin, Mary (T-1545)

X42 LIBRARIAN, Part-time

T-1547 Bone, Betty	T-1550 Drukman, Mason	F-1078 O'Neill, Maureen
" Ellis, Annis	" Crews, Clemont	F-1078 Pighetti, Marilyn
" Lynch, Carol	" Maloney, Edward	F-1078 Quenzel, Gretta
F-1078 DeRoy, Lynne	" Doyle, Thomas	T-1554 Cushman, Helen
T-1548 Ashe, Mary	F-1078 Madden, JoAnne	" Quan, Alvina
T-1549 Kunzman, Jerome	T-1551 Thompson, Frances	" Keaveny, Helen
F-1078 Howard, Frances	F-1078 Murayama, Milton	F-1078 Smith, Vernon
F-1078 Hughes, Natalie	T-1552 Brunn, Mary	T-1555 Peterson, Eliz.

OTHER TEMPORARY APPOINTMENTS

T-1546 B210 OFFICE ASSISTANT (OA), Decker, Eleanor
T-1553 0166.1 JUNIOR OPERATING ENGINEER (OA) Herbert, William
" " " " " (OA) Alonzo, Ralph

X52 LIBRARY PAGE, Part-time

Chew, Martin D.	Kessler, Monty	McShane, Raymond
Dillon, George	Lally, Cecilia	Miguel, Joan
Fousekis, James	Larter, Judy	Rizzo, Diane
Graves, Edna	Leite, Robert	Santiesteban, Hugo
Graziani, Gary	Maloney, Philip	Tambaklis, George

AND FURTHER That the following resignations of non-civil service, part-time and temporary appointments be accepted:

B210 OFFICE ASSISTANT, Part-time

Bone, Betty, (Appt.X42 Librarian part-time)

C52 ELEVATOR OPERATOR

Tambaklis, George (OA)

C52 ELEVATOR OPERATOR, Part-time

Reilly, William

X42 LIBRARIAN, Part-time

Ackerman, Kenneth	Griffin, Gail	Keegan, Austin P.
Cosgrave, Janice (Appt. perm X42)	Hedberg, Mildred	Krebs, Loretta
DeBellis, Theresa	Keaveny, Helen	Soules, Eugene

X52 LIBRARY PAGE

Brady, Michael	Egert, Edward	Kirby, Richard (Appt. Perm. C52, p-t)
Chapman, Michael	Greely, Joan	
Corbelli, Corinne	Kenney, Thomas	Lindsay, Isabel

Lucey, Jerome C.	Mulcahy, William	Quinn, Richard
McCloy, Patrick	Powers, Edward M.	Setzer, Linda

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Wu reported that the following maintenance and repair projects had been completed recently or were in process: repainting metal window frames at the West Portal and Anza Branch Libraries; repainting certain interior areas at the Marina Branch Library; repainting window trim at the Presidio Branch Library; and installation of new floor covering in certain areas of the Mission Branch Library.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr stated that notes had been received from Mrs. Harry Russell Siebe and Miss Margaret Foley expressing their thanks for the resolutions passed by the Commission in recognition of their recent retirements from the Library Department.

Mr. Frank DeBellis' great interest in the Friends of the Library was praised by Chairman Mohr. She outlined the programs which Mr. De Bellis has planned for the near future.

It was moved by Commissioner Moore, seconded by Commissioner Wu and unanimously adopted that Mr. DeBellis be sent a resolution expressing the Commission's gratitude for his assumption of the Presidency of the Friends organization and for his contributions to the Library.

Chairman Mohr introduced Miss Anne M. Farrell, Public Relations Librarian, who summarized the responsibilities and duties of her position and presented her monthly activities report. Many tasks which are of a continuing nature were mentioned by Miss Farrell: tours of the Library which she arranges for visitors from many parts of the United States and foreign countries; the varying displays; the many meetings attended. Miss Farrell pointed out that all of these activities are important because through her contacts she has been able to foster greater interest in the Library and what it means to the community. The Commission thanked Miss Farrell for her presentation.

Chairman Mohr suggested that the Commission be represented at the luncheon to be given for Mr. Raymond Kimbell and Mr. James Lang of the Recreation and Park Department and that the Secretary reserve a table for Commission members if a large attendance is indicated.

The matter of providing better library service for the former patrons of the McCreery Branch Library was mentioned by Chairman Mohr.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of August 1958. File.

Commissioner Schwabacher moved, Commissioner Wu seconded and the Commission by unanimous action voted to adjourn the meeting until

3:30 p.m. Tuesday, November 4, 1958, at the North Beach Branch Library, providing the building is completed to the point that said meeting may be held there conveniently.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Wednesday, November 5, 1958, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Fanucchi, Mohr, Moore, Schwabacher, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners Haynes, McGregor and O'Brien.

Commissioner Fanucchi moved and Commissioner Vayssie seconded that the minutes of the October meeting be approved and placed on file. There being no objection, it was so ordered.

POLICY AND PROCEDURES COMMITTEE

After informing the Commission of the actions taken by the Committee at its meeting held Saturday, November 1, 1958, Chairman Fanucchi moved, Commissioner Mohr seconded and the Commission by unanimous action voted to formally accept the Report of Survey of the San Francisco Public Library authored by Mr. Emerson Greenaway, to approve payment in the amount of $7,500 as specified in the contract between the City and County of San Francisco and Mr. Greenaway, and to authorize a resolution of commendation and gratitude for Mr. Greenaway's efforts and cooperation.

President Simon summarized the high points of a meeting held Friday, October 31, 1958, on which occasion he and Mr. Greenaway had waited upon the Honorable George Christopher, Mayor of San Francisco. The Secretary was requested by President Simon to read the letter from the Mayor under the same date which contained suggestions directed to President Simon and the Commission that a special committee be appointed to coordinate the implementation of the survey recommendations and to submit findings and a program to be considered in connection with the coming fiscal year's budget presentation.

Pursuant to the Mayor's request, President Simon appointed Commissioner Moore, chairman, and Commissioners Schwabacher and Vavuris to serve as members of the special survey study committee.

Chairman Fanucchi asked that Mr. Greenaway be requested to furnish a timetable in connection with the survey recommendations as soon as possible as he had indicated a willingness to do at the time of the meeting of the Policy and Procedures Committee held November 1, 1958.

Commissioner Mohr, President Simon, Commissioner Moore and Commissioner Vavuris made certain suggestions in turn as to how the special survey study committee might best carry forward its work. Commissioner Moore indicated that the committee would furnish a plan for action and a preliminary report at the December meeting of the Commission.

Following some introductory remarks concerning the problems of promoting city bond issues, Commissioner Vayssie moved and Commissioner Mohr seconded that the Main Library be offered for use as a Courts Building.

After discussion of the pending motion, Commissioner Vavuris moved and Commissioner Schwabacher seconded that it be tabled. Commissioners voting in the affirmative: Fanucchi, Moore, Schwabacher, Vavuris and Wu. Commissioners voting in the negative: Mohr and Vayssie. Motion to table the previous motion carried.

LIBRARY OPERATIONS COMMITTEE

Chairman Vavuris reported that the Secretary had contacted Mr. Vining Fisher, General Manager of the Parking Authority, regarding the Commission's request that underground convenience stations be included in the construction of the Civic Center Garage. The Commission was informed by Chairman Vavuris that Mr. Fisher had told the Secretary that due to cost considerations the inclusion of such facilities had not been contemplated. In spite of the foregoing information, the Secretary was again directed to write to the Recreation and Park Commission asking the assistance of that body in securing favorable consideration of the inclusion of the convenience facilities.

In reply to a question concerning the progress made on relocating the Sutro Branch of the California State Library, the City Librarian reported that he had spoken to the State Librarian and that she had told him that a supplemental budget appropriation for the intended purpose would not be considered by the State authorities. She added that consideration had been given to housing the collection in the Lane Medical Library building when the Stanford Medical School moved to new quarters in Palo Alto. She explained, however, that progress on relocation is presently at a standstill.

The Secretary was instructed to carry the Sutro matter on the Commission agenda.

After commenting on the difficulty of automobile parking at the Main Library on Commission meeting days, Commissioner Moore moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to have the City Librarian request of the Chief of Police that twelve curb parking spaces be reserved for Commission use on days when the Commission was scheduled to meet.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reported that five plumbing fixtures were still to be installed at the North Beach Branch Library before construction would be completed. He stated that the landscaping was approximately three-quarters complete, that the furniture contract had been approved, that the changes to the patio paving and the installation of sliding doors in the downstairs janitor area had been approved by the contractor and the architect and that the re-surfacing of the tennis courts was virtually completed.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher presented the Committee report. Commissioner

Mohr moved, Commissioner Moore seconded and the Commission by unanimous action voted to approve the following Library Department expenditures for October and the estimated expenses for November 1958:

	Expenditures October 1958	Est. Expenses November 1958
Salaries and Wages	$ 97,503.51	$100,000.00
Contractual Services	908.14	800.00
Binding	21,460.00	----
Books, Binding Mat., Catalog Cards	10,231.43	10,000.00
Materials and Supplies	1,173.75	1,000.00
Equipment	2,047.80	15,000.00
Membership Dues	23.24	25.00
Maintenance & Repair of Buildings	5,045.00	5,045.00
Maintenance & Repair of Auto Equip.	100.00	100.00
Services of Other Departments	1,250.00	1,250.00
Reproduction Service	57.30	35.00
Scavenger Service	125.48	125.48
Telephone and Telegraph	200.00	200.00
Window Washing	777.00	199.00
Gasoline, Oil and Fuel	99.36	100.00
Drygoods	----	30.00
Automobile Insurance	----	----
Compensation Insurance	60.08	60.08
Fidelity Insurance	----	----
Retirement and Pensions	8,536.00	8,536.00
Health Service	----	----
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	2,326.94	2,350.00
TOTALS	$153,100.03	$146.030.56

It was moved by Commissioner Vavuris, seconded by Commissioner Mohr and unanimously adopted that the list of books on economic and political subjects in the amount of $283.92 purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Mr. Clarke stated that he had talked with the Controller, Mr. Harry Ross, relative to the availability of funds in connection with the supplemental budget appropriation of $33,290 to provide for the accomplishment of certain lighting alterations and had been informed that no surplus funds existed at present. Commissioner Vavuris moved, Commissioner Vayssie seconded and the Commission by unanimous action voted to resubmit the supplemental budget request later in the fiscal year when funds might be available. Commissioner Moore expressed the opinion that the work of the survey study committee might enhance the possibility of sucuring funds for the lighting alterations.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Mohr reported for the Committee. She moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted to approve the following resolution:

656

RESOLUTION #88

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of October be approved:

B222 GENERAL CLERK

Durden, John J.(OA)

X42 LIBRARIAN

O'Neill, Maureen (OA)
Richardson, C.

C52 ELEVATOR OPERATOR

Little, Jack (OA)

X42 LIBRARIAN, Part-time(1078)

Owen, Robert
Vella, Max

X52 LIBRARY PAGE (Form #1078)

Allen, William
Beeman, Jerrold
Brady, Trent
Fitzpatrick, T.
Gregg, D.

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

#1558 Allen, Vera
" Hughes, Natalie
1560 Milber, Rose
1563 McGlenon, Karen
#1562 McGowan, John
1561 Sheehan, Monabarrie
1557 Smith, Vernon

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

B210 OFFICE ASSISTANT

Decker, Eleanor (OA)

B222 GENERAL CLERK

Durden, John J. (OA)

X42 LIBRARIAN, Part-time

Forsell, Jo Ann
Jansen, Bo
Peterson, Elizabeth

X52 LIBRARY PAGE

Boden, Matthew
Garrett, Niles
Kessler, Monty
Lynch, Pat
Michalek, R.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Wu reported that the following maintenance and repair projects had been completed since the previous Commission meeting or were in process: cleaning and painting the stairwell area, southeast corner of the first floor, Main Library; painting of entrance and lobby, 45 Hyde Street; painting of exterior window trim and the installation of the new designation "Chinatown" on the facade of the building; and painting the south hallway, third floor, Main Library.

657

BOOKS AND ART COMMITTEE

Chairman Vayssie reported progress for his Committee.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr reported that the League of Women Voters had indicated appreciation of the Library's assistance in the distribution of sample ballots, particularly through the branch libraries. Mr. Clarke was asked to extend the League's gratitude to the librarians.

It was requested that a copy of the survey report be sent to the League of Women Voters for the information of the members of that organization.

Chairman Mohr informed the Commission of a Sunday tour of the branch libraries which had been arranged for a group from Santa Cruz and of the favorable comments which the members of that group had made about the buildings they had seen.

The recent activities of the Friends of the Library were related by Chairman Mohr. She stressed particularly the time and effort expended as well as the excellent programs which had been arranged by Mr. Frank De Bellis, the President of the Friends. Also noted was the increase in the membership of the organization; the Chairman pointed out some examples of what has been done in other areas by active Friends groups.

Chairman Mohr announced that the next Friends meeting would be held on Friday, November 21, 1958, in the Museum of Art and that Mr. De Bellis had arranged for a special program printing for that occasion in honor of the speaker of the eveing, Dr. Elmer Belt, whose subject is to be "Leonardo and the World of Books".

Her tour of branch libraries in Long Beach was mentioned by Chairman Mohr. She stated that fifty-three Trustees and Commissioners had been in attendance at the California Library Association Conference.

The monthly activities report of Miss Anne M. Farrell, Public Relations Librarian, was summarized by Chairman Mohr. She asked that in view of the fact that Miss Farrell had presented her report in person at the October meeting and that the presentation may have served to better inform the Commissioners of Miss Farrell's duties, that the Order Librarian be asked to present a report of her activities at a coming meeting.

Commissioner Schwabacher inquired about the distribution of the copies of the survey report. Mr. Clarke stated that copies had been or would be distributed to those individuals and organizations, in or out of the City government, which might best be able to assist the Library Department in carrying forward the recommendations contained in the report.

COMMUNICATIONS

From Commissioner J. Max Moore, re: his attendance at the C.L.A.

658

conference; summarizing his activities as a delegate, and expressing gratitude for being named to attend the meeting as an official representative of the San Francisco Public Library. File.

From Miss Anne M. Farrell, re: her attendance at the C.L.A. conference; summarizing her activities as a delegate, and expressing gratitude for being named to attend the meeting as an official representative of the San Francisco Public Library. File.

From Mrs. Ray Sleeper, Secretary, Bay View Civic Club, re: request for a new permanent branch library in the Bayview District. Acknowledge and file.

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of September 1958. File.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, December 2, 1958, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Fanucchi.

On roll call the following were noted present: Commissioners Fanucchi, Mohr, Moore, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners Haynes, McGregor, O'Brien and Schwabacher.

Commissioner Vavuris moved and Commissioner Mohr seconded that the minutes of the November meeting be approved and placed on file. There being no objection, it was so ordered.

SURVEY STUDY COMMITTEE

Chairman Moore report that two committee meetings had been held since the November meeting of the Library Commission. The method of approaching and implementing the recommendations made by Mr. Greenaway in his survey report was outlined by Chairman Moore. He informed the Commission that to date the committee had taken the recommendations in order, acting upon those which could be implemented almost immediately.

In order that the committee's first recommendation for the formation of a Committee of Fifty might be carried out as soon as possible, Chairman Moore moved, Commissioner Mohr seconded and the Commission by unanimous action voted to request that each Commissioner submit a list of the names of persons intersted in this activity to the Secretary prior to December 10, 1958, and then to have the lists turned over to the Public Relations Committee of the Commission for further action.

In order that the other business on the agenda might be acted upon, it was agreed that the remainder of this committee's report would be considered at the end of the meeting.

POLICY AND PROCEDURES COMMITTEE

Following introduction of the subject of press releases by Chairman Fanucchi and some general discussion on the matter, the Secretary was instructed to search the minutes of the Commission to clarify the policy with regard to the issuance of such releases following committee meetings.

LIBRARY OPERATIONS COMMITTEE

Chairman Vavuris read a communication from the Recreation and Park Department which was in reply to the Library Commission's request for assistance in ensuring the inclusion of public convenience facilities within the new Civic Center Garage.

It was moved by the Chairman, seconded by Commissioner Fanucchi and unanimously adopted that the Secretary be instructed to write to the Recreation and Park Commission again to clarify this matter, with particular reference to whether plaza-level entrances to the convenience facilities are included in the project plans.

In regard to the relocation of the Sutro Branch of the California State Library, Chairman Vavuris reported no new developments. Mr. Clarke remarked that apparently some consideration is being given to housing the collection in the Lane Medical Library building when it becomes vacant as a result of the removal of Stanford Medical School to the Palo Alto campus.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reported the North Beach Branch Library virtually completed. He stated that a letter had been received from the building contractor expressing the expectation that the project would be finished by Friday, December 5, 1958, subject to final inspection by the Bureau of Architecture.

The Secretary was asked to notify all Commission members of the time and date of the acceptance of the North Beach Branch Library in the event any wish to attend this function.

Chairman Moore moved, Commissioner Fanucchi seconded and the Commission by unanimous approval designated Thursday, January 29, 1959, as the date for formal dedication of the North Beach Branch Library if it is determined that Mayor Christopher will be able to stipulate an appropriate time on that date for the ceremony.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Mohr reported for the committee. She moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #89

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November 1958 be approved:

B210 OFFICE ASSISTANT, Part-time	B222 GENERAL CLERK
Christianson, Dean	Durden, John J. (OA)
B222 GENERAL CLERK, Part-time	O-1 CHAUFFEUR
McMahon, Phyllis	Ricks, Thomas, (OA)
C52 ELEVATOR OPERATOR	C-104 JANITOR, Part-time
Peterson, Paul	Sloan, Hugh

X52 LIBRARY PAGE (Form #1078)

Fanucchi, Carolyn Knowles, Estella E. Lempres, Nick

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Form No.	Name	Form No.	Name
1565	Herold, Marie	1575	Boldt, Robert
"	Richardson, C.	"	Baumgartner, V.
1566	Minudri, Regina	"	Bristol, James
"	Bristol, Marie	1576	Halson, June
"	Panasenko, D.	"	Meehan, Patricia
"	Sandelin, Mary	1577	Warner, Marilyn
"	Lehner, Jane	"	Lee, Patricia
1567	Ecklund, Carl	1578	Moore, Nancy
"	Downie, Francis	1579	Brown, Victor
"	Uronovitz, B.	1580	Lowe, Stanley
1568	Chew, JoAnn	1581	Smith, Phyllis
"	Hogue, Patricia	"	Gill, Sheila
"	Collins, Francis	"	Moreton, C.
"	Murphy, Mary	"	McGowan, G.
1569	O'Neill, Maureen	1582	Blechman, Marilyn
"	Nobbe, Emilia	1583	McKenzie, Christie
1571	Noguchi, Moriaki	1584	Martino, Clara
"	Lynch, Robert	1585	Green, E.
1572	Wright, Elizabeth	1586	Galban, George
1573	Norton, Mary	1587	McCarthy, James
1574	Fick, Daisy	1588	White, Patricia
"	Hanson, Josephine	1589	Cox, Barbara
"	Byrnes, Barbara	"	Courtney, Joan
"	Motta, Anita	"	Chase, Julia
"	O'Shea, Helen	"	Thompson, T.
"	Egan, Mary	"	DelSecco, Claudette
		"	Kavanaugh, Joan

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X42 LIBRARIAN, Part-time

Schapiro, Suzie
Lewis, Ellen

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Wu reported that the staff room at the Sunset Branch Library was being measured for new floor covering. He added that all other maintenance jobs during the previous month had been of a non-recurring, emergency or routine nature.

BOOKS AND ART COMMITTEE

Chairman Vayssie reported the receipt and acknowledgement of the gift of Mrs. Richard Heimann, Hillsborough, California, of some first editions of the music of five composers.

Commissioner Mohr mentioned that she, Commissioner Fanucchi and Mr. Clarke had met at the North Beach Branch Library relative to a proposal from Mr. Beniamino Bufano for the purchase and erection of a statue symbolic of peace and knowledge in the patio of that building. It was added by Commissioner Mohr that about $5,000.00 would be required to finish the statue and to put it in place. She moved and Commissioner Fanucchi seconded that the matter be taken under submission and referred to the Books and Art Committee. There being no objection, it was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Schwabacher, Commissioner Moore presented the Committee report. He moved, Commissioner Mohr seconded and the Commission by unanimous action voted to approve the following Library Department expenditures for November and the estimated expenses for December 1958:

	Expenditures November 1958	Est. Expenses December 1958
Salaries and Wages	$100,244.52	$100,500.00
Contractual Services	1,169.76	1,000.00
Binding	---	---
Books, Binding Mat., Catalog Cards	17,153.19	15,000.00
Materials and Supplies	1,667.21	1,500.00
Equipment	16,834.26	5,870.00
Membership Dues	7.00	25.00
Maintenance & Repair of Buildings	5,045.00	5,045.00
Maintenance & Repair of Auto Equip.	150.00	150.00
Services of Other Departments	1,250.00	1,250.00
Reproduction Service	7.36	25.00
Scavenger Service	125.48	125.48
Telephone and Telegraph	200.00	200.00
Window Washing	199.00	199.00
Gasoline, Oil and Fuel	93.75	100.00
Drygoods	82.06	25.00
Compensation Insurance	63.70	65.00
Fidelity Insurance	---	20.00
Retirement and Pensions	8,536.00	8,536.00
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	2,137.02	2,400.00
TOTALS	$156,120.31	$143,210.48

It was moved by Commissioner Moore, seconded by Commissioner Fanucchi and unanimously adopted that the list of books on economic and political subjects in the amount of $348.09 purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

PUBLIC RELATIONS COMMITTEE

Chairman Mohr reported for the committee. She asked that the Secretary mail reminders to all Commission members of the meeting to be held Tuesday, December 16, 1958, to discuss the report of the California Public Library Commission.

The recent meeting of the Friends of the Library was mentioned by Chairman Mohr. She reported that approximately 500 persons were in attendance at the meeting held in the Museum of Art and that the meeting and the reception which followed had been most successful. Chairman Mohr urged the attendance of Commissioners at future Friends of Library meetings.

The Chairman moved, Commissioner Moore seconded and the Commission by unanimous action directed the Secretary to ascertain if the Library fell under the United States postal provisions as a non-profit organization and to see if such is the case what savings might be made in postage charges.

The monthly activities report of Miss Anne M. Farrell, Public Relations Librarian, was summarized by Chairman Mohr. She asked that the Secretary prepare a list of all organizations using the meeting rooms in the Main and branch libraries.

SURVEY STUDY COMMITTEE (Cont.)

To implement the Committee's second recommendation, Chairman Moore moved and Commissioner Vavuris seconded that the post of Assistant City Librarian be created at a salary level of approximately $10,000.00 per year. Following discussion, the Commission voted unanimously to approve the action.

To implement the Committee's third recommendation, Chairman Moore moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the creation of the post of Chief of the Main Library and to request that the Civil Service Commission reclassify the position of one Chief Librarian to provide for the new title.

To implement the Committee's fourth recommendation, Commissioner Vavuris moved, Chairman Moore seconded and the Commission by unanimous action voted to establish three age-level staff positions with the title of Chief Librarian at a first year salary cost of $19,440.00.

To implement the Committee's sixth recommendation, Chairman Moore moved, Commissioner Vayssie seconded and the Commission by unanimous action voted to set up a new schedule of operating hours generally in conformity with that on page 46 of the survey report which would provide for the Main Library remaining open until 9:00 p.m. Monday through Friday and for Sunday opening 1:30 to 5:30 p.m. at no additional cost; to make the new schedule effective on the first Sunday following January 15,1959; to expand the Sunday operations if it proves successful to include Mission, Ortega, Merced, Marina, Richmond and North Beach Branch Libraries; and finally to request the amount of $4,656.08 either in the regular budget or as a supplemental budget request to provide the funds necessary for the Sunday branch opening hours.

To implement the committee's seventh recommendation, Chairman Moore moved, Commissioner Vavuris seconded and the Commisssion by unanimous action voted to request the Civil Service Commission to make a re-evaluation of all professional library employments.

To implement portions of the committee's fifth recommendation, Chairman Moore moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve requests for $3,790.00 and $3,950.00 for steel shelving for the Music and present Exhibit Rooms respectively. (The latter room would become a new fiction room.)

Commissioner Mohr pointed out that in order to secure State aid it would be necessary to develop written objectives for the Library as well as a book selection policy.

Commissioner Vavuris moved, Chairman Moore seconded and the Commission by unanimous action voted to request that Mr. Clarke advise Mr. Sherman P. Duckel, Director of the Department of Public Works, that the Commission does not feel it is appropriate to request funds in the next budget for an architectural survey of the physical plant of the library, but to thank Mr. Duckel for his interest in the matter.

COMMUNICATIONS

From Francis Joseph McCarthy, architect, re: request for consideration as architect for future library programs and buildings. Acknowledge and file.

From Miss Louise Sturka, re: operation of the Library on Sunday. Acknowledge and file.

From Mrs. Ralph S. Doscher, President, Second District, California Congress of Parents and Teachers; Mrs. John Dominge, President, Douglas Parent Teacher Association; Mrs. Titus Kingsley, President, Mission High School Parent Teacher Association; Mrs. Golda X. Peterson, Secretary, Eureka Valley Promotion Association; requesting the replacement of the McCreery Branch Library at the earliest possible date. Acknowledge and file.

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of October 1958. File.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr.
Secretary